

F.O.L.I.C.

VICE PRESIDENT/Director of Aquatics

Job Description

The vice president, in the absence of the president, may exercise all the powers and discharge all the duties of the president.

- The Vice-President/Director of Aquatics position is officer level, and eligible to be filled by a "Full FOLIC Member" (current or retired employee of the Royal Canadian Mounted Police).

Under the direction of the Camp Manager the Vice President/Director of Aquatics is also responsible for:

- Hiring guidelines, including qualification criteria as set out in the annual program guide, updated annually on-line
- Recruiting prospective candidates
- Obtaining, reviewing and evaluating CVs and qualifications of candidates
- Coordinate interviews of the candidates
 - a. Setting interview dates
 - b. Notifying candidates
 - c. Conducting interviews with the camp Manager or Head Guard
- Review, amend and prepare contracts for the Life Guards
 - a. Answer questions by the Guards regarding the contracts
 - b. Secures Guards signature on contracts and related forms
 - c. Copy of contract to Guards, complete file to Camp Manager
- Manage, with the Head Life Guard, the Volunteer Life Guard Program
 - a. Volunteer interviews with the Head Life Guard
 - b. Agreements for Volunteers, updated and signed
 - c. Purchasing of the shirts for the program
- Prior to season starting
 - a. Arrange meeting with all lifeguards
 - b. Information session for all employees

- c. Identify and arrange any necessary training for the Guards
 - d. Meeting with head lifeguard to review schedules
 - e. Purchase any new equipment required for the season
 - f. Print all necessary paperwork for swimming lessons
- Weekly meeting with Head Lifeguard
 - a. Review swimming lesson schedule
 - b. Review the extra activities/games planned for the upcoming week
 - c. Other issues that arise
- Monthly meeting

Hold a monthly meeting (July/August) with lifeguard team to discuss any issues/problems/concerns, etc.
- Is responsible for fielding questions from Members/public in relation to the pool activities including lessons and events.
- Attend and participate in FOLIC Executive Meetings – prepare a year-end report to include, but no limited to, stats, lessons and evaluation of the current program being offered for lessons.
- Act as the Reconciliation Champion on behalf of FOLIC which involves but is not limited to;

Working with the NHQ Reconciliation Champion on indigenous events at FOLIC.

Working with C&IP to ensure that the appropriate Elders are consulted when activities are planned for FOLIC.

Ensuring a presence of Elders/Knowledge Keepers at large events and presenting them with the appropriate gifts.

Working with the RCMP and C&IP to ensure that the land usage is keeping in line with the larger reconciliation efforts of the RCMP.

Family Fun Day

Work with the Head Life Guard to arrange for pool races and activities. (to include both children and adults)

Appreciation BBQ or Dinner

Arrange, with camp volunteers, an appreciation BBQ for the Guards to coincide with their training day in August. In lieu of a bbq purchase gift cards for all Guards and Volunteers for a group dinner.

TERM

Two (2) years