



UM | Faculty of Kinesiology and
Recreation Management

Mini U Programs 2021/22

NEW Headguard Application Form

This application package is intended for applicants who have been previously employed as a Swim Leader/ Lifeguard with Mini U Programs for at least 2 sessions. It is intended to be completed in conjunction with the Mini U Programs Returning Leader/ Lifeguard Application Form (but completion of the swim leader/ lifeguard questionnaire is not required where the Headguard application is completed in full). Please submit both, as per the submission guidelines found on the final page of this application form.

OUR TEAM

Together with the Aquatic Supervisors and Coordinator, the Headguards supervise swim lessons. It is their job to ensure that the swimmers, staff and parents have all resources required for the session to run successfully. This means that they are a leader of the aquatics team. They provide mentorship to swim leaders, assist with program administrative tasks, provide exemplary customer service, and respond to emergencies.

QUALIFICATIONS:

Headguards must have a valid National Lifeguard, Standard First Aid and I Can Swim awards. The most competitive applicants will also hold a valid LSI. If successful, all applicants will be required to submit a Criminal Record Check and Child Abuse Registry check before employment begins.

REQUIRED COMMITMENT:

All HG candidates are required to be able to commit to one HG shift per week and at least one teaching shift per week. We are still working to finalize the pool schedule, but it is likely that lessons will begin Friday, September 24 and run during the following time blocks:

Mondays: 5:45-7:45pm
Wednesdays: 5:45-7:45pm
Fridays: 5:45-7:45pm
Saturdays: 10:15-1:45pm
Sundays: Likely not offered

Please indicate the sessions for which you are interested in applying to work as a Headguard and which lesson days you will be available for Fall 2021. The most competitive applicants will be available for all three sessions.

☐ Fall 2021

Please circle which lesson days you are available for fall session:

Monday / Wednesday / Friday / Saturday/ Sunday

☐ Winter 2022

☐ Spring 2022

What do you think are the most important attributes that a headguard must possess to be successful? How have you developed these characteristics?

Please describe a previous experience you've had leading your peers. What did you do to ensure the group was successful?

Please describe your experience in a customer service role and an example of a difficult interaction that you have managed. How would you use this experience in your role as a Head Guard?

One of the comments we hear most often from parents is their concern that their child has been placed in a class that does not match their skill level. Please describe ways that headguards can contribute to ensuring our customers don't have this experience and how you might manage the situation if they do.

*****IMPORTANT INFORMATION*****

INTERVIEW DATE: Thursday, August 26 from 12-4pm

TRAINING DATES

All Staff Workshop – September 16 from 4-9pm

SFA Recertification – Saturday, September 18 from 8-4pm

ICS Teacher Training – Saturday, September 18 from 8-2pm

NL Recertification – Saturday, September 18 from 2-7pm

SFA Recertification – Sunday, September 19 from 8-4pm

I understand that if hired, I am required to submit / complete the following **before** employment begins:

- Criminal Record Check
- Child Abuse Registry Check
- Standard First Aid
- National Lifeguard Award
- I Can Swim Teacher Award

COLLECTION OF PERSONAL INFORMATION – “FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT”

This personal information is being collected under the authority of “The University of Manitoba Act”. It will be used to assess the applicant's eligibility and suitability for employment with the university, and for communication with the applicant. This personal information is protected by the protection of privacy provisions of “The Freedom of Information and Protection of Privacy Act” (FIPPA). If you have any questions about the collection of this information in accordance with FIPPA, contact the Access and Privacy Office (ph: (204)474-9462), University of Manitoba Office of Fair Practices and Legal Affairs, 233 Elizabeth Dafoe Library, Winnipeg, Manitoba, R3T 2N2.

DECLARATION

I certify that I have carefully read the foregoing application and I declare that the statements made by me therein are correct. Pursuant to the provisions of the “Personal Investigations Act” (p.33, Statutes of Manitoba), I hereby authorize the University of Manitoba or its delegate to conduct a personal investigation.

Signature of Applicant: _____ Date: _____

Return to Ashley Gagnon via email (Ashley.Gagnon@umanitoba.ca) by Monday, August 23 at 8:00am