



UM | Faculty of Kinesiology and Recreation Management

Mini U Programs 2023/24 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 Wednesday, October 11th and run during the following time blocks:

Mondays: 5:45-7:45pm
Wednesdays: 5:45-7:45pm
Fridays: 5:45-7:45pm
Saturdays: 10:00-1:45pm
Sundays: 10:00-1:45pm

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 2023. The most competitive applicants will be available for all three sessions.

Fall 2023

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

Monday / Wednesday / Friday / Saturday / Sunday

Winter 2024

Spring 2024

New Headguard Applicant Reflection – 2023/24

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

How would the team benefit from you in this role? And what positive characteristics do you possess to create a stronger team?

How do you keep vibes and energy high through the session when yourself or others might be tired?

You have heard from a parent that their child is not being challenged enough in their current swim class. You decided to move them to a more challenging level and now they are struggling to keep up with the class. How do you approach this situation and conversation with guardian?

Should you have to have a discussion with a staff member regarding their performance, what would be your approach to this situation?

IMPORTANT INFORMATION

INTERVIEW DATES:

Please select your availability for an interview on **Tuesday, August 15th, 2023.**

- I am available for a 1 hour interview session between 12:00-2:30pm on Tuesday, August 15th, 2023.
- I am available for a 1 hour interview session between 2:30-5:00pm on Tuesday, August 15th, 2023.
- I am NOT available for that session, Please Explain: _____

TRAINING DATES (Required)

Headguard Training – September 18th from 5:30 PM – 8:30 PM
Headguard Workshop #2 – September 19th from 5:00 PM – 9:30 PM
New Staff Leader Training – September 26th from 4:00 PM – 8:00 PM
Fall Staff Leader Week – September 27th from 5:00 PM – 9:30 PM

TRAINING DATES (Optional)

SFA Recertification – Saturday, September 23 from 8-4pm
EFA Recertification – Saturday, September 23 from 8-4pm
SFA Recertification – Sunday, September 24 from 8-4pm
Adults/Tots/LSI Workshop - Thursday, September 28 from 5:00 PM – 7:30 PM
ICS Teacher Training – Saturday, September 29 from 8:00 AM – 4:00 PM & Sunday, September 1 from
NL Recertification – Sunday, October 1: Time is TBD

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 Jesse Michalski via email (jesse.michalski@umanitoba.ca) by Friday, August 4th, 2023 at 4 PM .