

**This is a suggested guideline.**

**Use the topics that make your posting as clear as possible.**[**Review current postings on CALA site**](http://www.calainc.org/CALA/employment.htm#How_to_post_a_position_on_the_CALA_site.) **for ideas what others are posting.**

Name of Position (required)

Facility (private or public)

Description of position (required)

Audience/Participants (required)

Size and length of classes

Number of classes available

Lifeguard

Dates and Times of classes

Pool details (length, lanes, depth, ladder, accessible, water wheelchair, lifeguards, drop-in or registered, picture of facility)

Credentials (general Aquafitness, specialties ex: Arthritis, Natal, Fibromyalgia,)

Experience (years, special audiences)

Insurance (require own or covered under facility)

Police Records Check

Vaccine requirement

Training ex: OADA, WHIMS, CPR, FIRST AID

Compensation

Benefits

What you offer

How to apply

Contact information

Full address of facility

Review process, interview and demonstration class