

		The Corporation of the Town of Arnprior Job Description	
Job Title: Lifeguard			Page(s): 1 of 3
Location: Nick Smith Centre	Reports To: Pool/Program Supervisor	Revision date: August 26th, 2014	
Department: Recreation Services		Hourly Wage: Grade 3	

Position Summary:

The Lifeguard is a part-time position that reports directly to the Pool/program Supervisor and will work cooperatively with the Pool Assistants, volunteers and related recreational staff to ensure the successful delivery of swim programs. The Lifeguard will be responsible to perform lifeguarding duties and swim instruction to patron(s) of pool and beach facilities of the Town.

Scope:

The challenge of this position will be to adhere to the policies and related legislation, and to maintain an enjoyable and safe environment at all times for the facility patron(s).

Key Responsibilities/Duties:

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

- Provide guarding during public swims and ensuring adequate coverage.
- Assist with the development, instruction, and delivery of aquatics programs according to Red Cross/Lifesaving Society standards.
- Be an active team player by working collaboratively with the Pool Assistants, and assisting with the training of new staff as needed.
- Answer general inquiries and provide information about pool facilities and related programs.
- Educate patron(s) with respect to water safety and facility procedures and policy, and enforce rules as necessary.
- Provide general administrative support by completing cash reports as required and ensuring deposits are safely secured at end of shift.
- Oversee the recreational pool/beach facilities provide a safe, clean and positive environment for patron(s) by observing surroundings for potential dangers, checking change rooms periodically, ensuring equipment ready for use, pool/beach area including pool deck clean, and reporting any damage or concerns to staff for the appropriate action.

- Conduct basic pool maintenance while adhering to all internal policy and WHMIS legislation that applies.
- Perform work in accordance with applicable Provincial and Municipal legislations and regulations, corporate strategy, and in accordance with internal policies and procedures of the Town.
- Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, using personal protective equipment as required by the nature of the position, and attending all relevant in-services training regarding occupational health and safety.
- Perform other related duties as assigned.

Work Relations:

Internal: Town staff and/or volunteers pertaining to recreation facilities and services, other Town staff as required.

External: The general public, and external vendors/clients.

Working Conditions:

Physical Demands: The Lifeguard is required to perform guarding and swim instructor duties and will be participating in strenuous physical activity. The Lifeguard will be expected to walk, stand, sit, climb stairs, stoop, kneel, and be able to lift, carry and manage equipment.

Environmental Conditions: The Lifeguard environment may be busy, noisy associated with recreational activities and will be working indoors where temperatures may be warm by the pool area. The position may be exposed to fumes from cleaning products and/or chlorine. The environment will expose the Lifeguard to slippery surfaces including the pool deck and office. At times, the position may require working outdoors at the beach and would be subject to varying climate and weather conditions.

Sensory Demands: The position will require constant concentration on all patrons.

Mental Demands: The Lifeguard may occasionally have to manage a number of requests and tasks at one time to meet the demands of the general public including parents. The Lifeguard must be prepared to handle emergency situations.

Statement of (Minimum) Qualifications:

Education/Certification

- Must be 16 years of age or older.
- Ability to obtain a satisfactory Vulnerable Sector Check (Criminal Record Check).
- Current First Aid and CPR-AED Certification
- National Lifeguard Service (NLS) certification
- Red Cross/Lifesaving Society Instructors certificate

Note: All certifications must be obtained at all times.

Experience

- Previous experience providing customer service and/or with handling cash.
- Experience instructing and delivering aquatics programs and/or working with children and youth in a pool setting is highly desirable.

Knowledge

- Proficient understanding of lifeguarding, swimming instruction, and emergency procedures of First Aid and CPR-AED.
- Knowledge of principles for providing customer service to meet quality standards.
- Familiar with methods for designing lesson plans and providing instruction to accommodate individuals of all ages.
- Working knowledge of relevant legislation, policies and procedures (for example, *Occupational Health & Safety Act*).

Skills/Abilities

- Physically able to perform all job duties.
- Ability to work within a team environment.
- Ability to listen and understand directives in order to carry out tasks as expected and independently.
- Capable of demonstrating strong customer service, communication and interpersonal skills.
- Ability to maintain required certifications, and continue to develop skills and knowledge related to the position.
- Capable of maintaining a polite, helpful demeanour at all times when dealing with the general public, volunteers.

Asset Qualifications

- Knowledge of specialized software programs such as CLASS and FileHold.
- Valid class “G” driver’s license.