TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
Lifeguard	
Position Number	**Reports to**
	Aquatics Supervisor

PURPOSE

The Lifeguard is responsible for teaching swimming and ensuring accident prevention and rescue, as and when required, for patrons at the swimming pool.

SCOPE

The position of Lifeguard reports to the Aquatics Supervisor and works to uphold a culture of water safety and enjoyment. The incumbent works to make the Aquatic Centre an attractive, welcoming and inviting place, with safe and responsive programming, appropriate lessons and quality service.

RESPONSIBILITIES

1. Maintains a culture of safety and enjoyment at the Aquatic Centre. This includes but is not limited to:
   - Informing the public of potential hazards near/around water and in the pool area through proper supervision & appropriate information sharing;
   - Monitoring and enforcing safe actions and behaviour near and around the pool by all patrons;
   - Promoting safety - in and out of the water – and at the pool as well as in the great outdoors;
   - Performing rescues as required; and
   - Examining injured persons & administer first aid or cardiopulmonary resuscitation, if necessary, using training methods, medical supplies and equipment.

2. Instructs swimming skills to clients of all ages and skill levels
   - Teach in a manner that is appropriate to the client/group;
   - Fill in Report cards, and
   - Set up and instruct lessons for school groups.

3. Maintains the facility to ensure the swimming pool is safe and clean. This includes but is not limited to:
   - Check chlorine levels in the pool and hot tub and use Strantrol to adjust chlorine levels;
   - Check filters to ensure they don't need backwashing;
   - Check and change caustic soda barrels;
   - Ensure all floors, mirrors, counters, sinks, toilets, etc. are cleaned and sanitized in the bathroom every night;
   - Clean deck, steam room, viewing windows, doors, staff change-room, supply closet and water slide;
   - Ensure lobby, changes rooms and deck area are clean;
   - Inspect facilities daily to ensure safety standards are maintained; and
   - Vaccuum pool as and when required.

4. Perform other related duties as required.

COMPETENCIES

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely –recognizes the value of resources - whether they are financial, human, information, material, assets, etc – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- Excellent customer service/public relations skills
- Troubleshooting and problem-solving skills
- Effective communications skills
- Instructor courses (Swim & Lifesaving Instructor course)
- Must be able to use Strantrol system and know how to backwash systems.
- Must know how to increase and decrease chlorine

QUALIFICATIONS

The Lifeguard would normally attain the required knowledge, skills and attitudes through completion of a High school diploma, along with certification in the following (equivalencies will be considered):

- National Lifeguard Certification
- WHMIS training, emergency procedures training
- Life Saving Instructor / Examiner
- Life Saving CPR Instructor / Examiner

WORKING CONDITIONS

Physical Demands
The Lifeguard is expected to supervise, oversee and monitor swimming programs. The incumbent will be expected to lift, carry and manage equipment and supplies and may be required to practice lifesaving techniques. The incumbent is expected to perform guarding and instructor duties. The Lifeguard will be participating in and leading strenuous physical activities.

Environmental Conditions
The Lifeguard may find the environments to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks. The Lifeguard must be prepared to deal with injuries and accidents. He/she must also handle various chemicals including chlorine.

Sensory Demands
Sensory demands can include reading and use of the computer when completing administrative responsibilities which may cause eye strain and occasional headaches. The incumbent must also handle various chemicals such as chlorine, which have powerful odors.

Mental Demands
The Lifeguard will manage a number of requests and situations at one time. Stress may be caused by the need to multi-task. Ensuring safety vigilance can be draining.

ADDITIONAL REQUIREMENTS

Position Security (✔ check one)

- ❑ No criminal records check required
- ❑ **Position of Trust – criminal records check required**
- ❑ Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: Lifeguard

_____ Employee Signature _____ Printed Name _____ Date I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor Title _____ Supervisor Signature _____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."	