

Date: March 6, 2017



LIFEGUARD / INSTRUCTOR I

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Recreation Programmer with "on deck" leadership from the Lifeguard/Instructor II

Coordinates: With Aquatics Team and Community Services Staff

Department: Community Services

2. KEY RESPONSIBILITIES

Under the supervision of the Recreation Programmer, the Lifeguard/Instructor I is responsible for supporting the leadership of the Lifeguard/Instructor II to ensure a safe and fun aquatic environment at all times. This position will work cohesively with other aquatic team members according to the policies, procedures and practices set out for the Ferny Coombe Pool. This includes, but not limited to: accident prevention and response, aquatic safety promotion, swim lesson instruction and administration, facility maintenance, chemistry tests and troubleshooting, general office administration and customer service.

General Duties:

- Performs lifeguarding duties, ensuring the safety of patrons utilizing the aquatic facility and supervising the use of the swimming and related recreation areas;
- In accordance to established policies and procedures, reacts and supports the Lifeguard/Instructor II in emergency situations, performs first aid as required and completes incident forms;
- Performs maintenance tasks as directed by the Lifeguard/Instructor II with respect to pool water, facility and equipment checks such as filters, chlorinators and related water treatments;
- Conducts instructional and recreational aquatic programs for a variety of community groups regardless of ages, stages and abilities;
- Assists the Lifeguard/Instructor II in the planning and execution of aquatic programs and events;

- Performs custodial and janitorial duties related to the aquatic facility;
- Performs basic administration tasks and processes, including cash register operation and daily cash sheets;
- Provides a high standard of customer service in a safe and fun aquatic environment;
- Understands and follows safe work procedures in the aquatic facility;
- Performs related work as required.

3. REQUIRED QUALIFICATIONS

- Sound knowledge of the theory and practice of lifesaving, artificial respiration and first aid;
- Working knowledge of teaching methods and group leadership techniques emphasizing instruction in water safety and aquatic skills;
- Ability to display sound aquatic skills and to instruct in these skills at standards set by relevant authorities;
- Ability to establish and maintain effective working relationships with officials, employees and patrons in a team oriented environment;
- Ability to prepare and maintain records relating to the work;
- Minimum 6 months of aquatic related experience as a Lifeguard/Instructor in an aquatic pool environment.

4. REQUIRED LICENCES AND CERTIFICATES

- National Lifeguard Service Award (pool option)
- Canadian Red Cross Water Safety Instructor Certificate
- CPR Level (C) Award
- Standard First Aid Certificate or equivalent
- Additional Certification: High Five and Foodsafe (asset)

5. WORKING CONDITIONS

The employee may work up to eight (8) hours in a day and seventy-five (75) hours per pay period, consisting of fourteen (14) days. These hours may vary from day to day.

As per Policies and Procedures and the Collective Agreement of the District of Kent.


Rick Kampen, Unit Chair CUPE 458

Date: March 08 2017 *PK*


Wallace Mah, Chief Administrative Officer

Date: Mar. 8, 2017