



DRAFT

AQUATIC LEADER

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Aquatic Coordinator
Manager of Recreation/Culture & Projects or Designate

Relates to: Other District Staff

Supervises: Junior Lifeguard / Lifeguard / Lifeguard/Instructor

2. KEY RESPONSIBILITIES

The Primary Responsibilities of this position will be to: assist with the supervision of qualified staff for the delivery of aquatics programs; provide on-going training opportunities for all staff involved with the aquatics programs; assist in scheduling and evaluating Lifeguards and Aquatics Instructors; assist with the risk management, maintenance, water chemistry; perform on deck instruction and lifeguarding modeling high standard guarding behaviors; assist with administrative duties; liaise with other Recreation/Culture staff to create a safe and engaging aquatic experience for participants; and provide recommendations to supervisors.

General Duties:

- Under the direction of the Aquatic Coordinator; supervise, schedule and coordinate work of aquatic lifeguards/instructors;
- Assists in the planning and delivery of aquatic programs;
- Helps to arrange and/or participate in the training and development of aquatic lifeguards / instructors;
- Assists in the provision of verbal and/or written performance feedback and performance assessments of aquatic lifeguards / instructors;
- Monitors and assesses work performed to ensure that it meets a high standard of quality, efficiency and customer service, and is performed in compliance with appropriate safety regulations and risk management guidelines;
- Participates in the development and implementation of new policies, procedures, and work methodology;
- Reviews employee time sheets and forwards to the supervisor for approval;

General Duties (Continued):

- Performs a variety of custodial and preventative maintenance tasks such as cleaning pool deck and change rooms; inspecting and operating filters, chlorinators, rescue and emergency equipment, heating and related water treatment and attends to pool equipment malfunctions or operating irregularities as required;
- Maintains a variety of records related to the pool operation; and
- Performs other related duties as required.

3. REQUIRED EDUCATION, KNOWLEDGE, ABILITIES AND SKILLS

- Grade 12 Diploma or proven equivalent
- Minimum of three (3) years of aquatic experience
- Current National Lifeguard (NL) - Pool Option; Current Lifesaving Society Swim Instructor Certificate; Current Lifesaving Instructor/Examiners Certificate; Current Standard First Aid with CPR Level C and AED; and Pool Operators Certification
- Preferred: National Lifeguard (NL) Instructor and / or Lifesaving Society Trainer Certificate.
- Obtain and maintain a clear RCMP Police Information Check (Vulnerable Sector).

4. WORKING CONDITIONS

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

An employee in this position may be scheduled up to a maximum of 37.5 hours per week; hours may vary from day to day and may include evening and weekend work.