



Job Description

Lifeguard/Instructor

IDENTIFICATION

Job Title: Lifeguard/Instructor **Supervisor's Job Title:** Aquatic Supervisor

Job Status: Casual – as needed. Includes evenings and weekends.

Location: Midnight Sun Complex

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall result)

The Lifeguard/Instructor is responsible for administering activities at the Aquatic Centre to provide safe, fun, high quality swimming programs and services.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Lifeguard/Instructor reports to the Aquatic Supervisor and is responsible for the supervision, administration, and general cleaning and maintenance of the Aquatic Centre. The incumbent is also responsible for preparing and maintaining a learning environment suitable to the abilities, interests, and needs of the residents of the community.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Assist the Aquatic Supervisor in the planning and delivery of aquatic programs and pool use to ensure maximum benefit of the facility for residents of the community by:
 - Assisting in the development of aquatic related activities
 - Developing swim activities to meet local needs
 - Encouraging involvement in regional, territorial, and provincial swim meets
 - Participating in the community relations campaign to promote aquatic programs
 - Promoting water safety at all times
 - Greeting and assisting users in a courteous manner
2. Perform lifeguarding and instruction duties by:
 - Provide vigilant safety supervision of the aquatic facility
 - Intervene and respond to patron activities and needs as required
 - Provide first aid and water rescue as required
 - Maintain professional public relations with patrons
 - Planning and teaching aquatic programs as required
 - Completing program administration in a timely fashion

3. Administer pool programs to assist the Aquatics Supervisor in ensuring records are maintained in an accurate and timely manner by:
 - Completing aquatic forms as required
 - Ensuring the pool change rooms, aquatic area and staff areas are kept clean and organized
4. Maintain the facility to ensure the aquatic area is safe and clean by:
 - Completing the opening, daily, and closing checklists
 - Completing water tests as required
 - Assisting the Pool Operator with chemical balancing as required
 - Ensuring change rooms, aquatic area, and staff areas are clean and well maintained
 - Inspecting facilities daily to ensure industry safety standards are maintained
5. Perform other duties as required by the Aquatic Supervisor that are directly related to the major responsibilities of the position.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

The incumbent must have proficient knowledge in the following areas:

- lifeguarding and swimming instruction
- swimming pool administration
- knowledge of emergency procedures, first aid and CPR
- an understanding of the northern cultural and political environment
- knowledge of the WHMIS/SDS system

The incumbent must have, and maintain, the following certifications:

- Canadian Lifesaving Society National Lifeguard Award
- Intermediate First Aid (formally Standard First Aid)
- WHMIS 2015
- Canadian Lifesaving Society Lifesaving Instructor/Examiner (LSI) (Preferred but not necessary)
- Pool Operator Level 1 (Preferred but not necessary)

The incumbent must demonstrate the following skills:

- decision making skills.
- critical thinking and judgement skills
- ability to contribute as a member of a high-performance team.
- effective verbal and listening communications skills.
- effective communications skills

- effective public relations skills
- stress management skills
- time management skills

The incumbent must also demonstrate the following personal attributes:

- Maintain Lifesaving Society Code of Conduct for National Lifeguards and Volunteers
- Be respectful.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Demonstrate dedication.
- Demonstrate sound work ethics.
- Be consistent and fair.

The Lifeguard/Instructor would normally attain the required knowledge, skills, and abilities through completion of the certifications listed above. Equivalencies may be considered except where required under legislation.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Lifeguard/Instructor is expected to supervise, oversee, and monitor swimming programs. They will be expected to lift, carry, and manage equipment and supplies and may be required to practice lifesaving techniques. They are expected to perform lifeguarding and instructor duties. The Lifeguard/Instructor will be participating in and leading strenuous physical activities.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Lifeguard/Instructor may find the environments to be hot, humid, busy, noisy and will need excellent organizational, time, and stress management skills to complete the required tasks. The Lifeguard/Instructor must be prepared to deal with injuries and accidents as they occur. They must also handle various chemicals.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The aquatic area is often hot, loud, and stimulating which may cause dehydration, eye strain, and occasional headaches. They must also handle various chemicals, such as chlorine, which may have powerful odors.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Lifeguard/Instructor may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and high stress situations at any time.

CERTIFICATION

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Employee Signature		Supervisor's Title	
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Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
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Senior Administrative Officer's Signature		Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.			

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.