



Position Description

Position Title:	Lifeguard/Receptionist/Instructor
Supervisor:	Recreation and Aquatics Supervisor
Employee Group:	Non-Union

Position Summary

- As a lifeguard, the incumbent is responsible for the safety of the patrons in the pool area so that accidents are prevented; handles emergencies according to procedures; and ensures that participants are provided with a safe, friendly atmosphere.
- As an instructor, the incumbent ensures that all class participants are instructed and supervised as per requirements.
- As a receptionist, the incumbent is responsible for conducting control of the Memorial Sports Centre entrance, collecting admission and program registration fees, and is responsible for enforcing public policy in the Sports Centre facilities

Direction Received

- Carries out the duties and responsibilities of the position under the direction and supervision of the Recreation and Aquatics Supervisor

Direction of Others

- The incumbent oversees the work of student lifeguards and is the senior staff member at the Sports Centre during evening and weekend shifts
- The incumbent provides direction in student placement
- The incumbent has no direct supervisory responsibilities

Revenue, Asset and Expenditure Scope

- None specifically identified for this position

General Responsibilities

Lifeguard

- Ensures proper knowledge of pool hazards, policies, procedures, schedules, and programs
- Regularly checks emergency equipment and reports any problems in writing to the Recreation and Aquatics Supervisor

- Ensures that all aquatic area procedures are followed correctly
- Keeps pool area clear of obstructions
- Required to wear a regulation-compliant uniform
- Carries whistle and a reaching assist at all times while on duty
- Ensures accident / incident forms are completed promptly
- Attends regular staff training and meetings
- Performs closing procedures and ensures that building is secure
- Performs light cleaning duties
- Performs other duties as assigned

Instructor

- Instructs Red Cross, Royal Life Saving Society, and other aquatic swimming programs
- Ensures that all worksheets are completed and submitted to Aquatics Director prior to final lessons
- Maintains order in the pool and takes steps to prevent accidents from occurring
- Prepares lesson plans for all swimming classes
- Distributes evaluation reports on the 5th and last lesson
- Maintains attendance records
- Attends regular staff training and meetings
- Performs water tests as required
- Performs light cleaning duties
- Performs other duties as assigned

Receptionist

- Performs cash control procedures
- Enforces public policy in Memorial Sports Centre facilities
- Processes registrations for pool and recreation programs
- Answers telephones and responds to public enquiries
- Provides patrons with information
- Attends regular staff training and meetings
- Performs water tests as required
- Performs light cleaning duties
- Performs other duties as assigned

Senior Guard

- Responsible for the occasional and indirect supervision of junior staff on evening and weekends
- Responsible for directing instructors during instructional swim lessons
- Responsible for daily cash deposits
- Takes one-time bookings
- Teaches Advanced Courses
- Teaches Fitness Classes
- Performs other duties as assigned

Education and Qualifications

Required

- Current Instructors certification
- Current National Lifeguard Service certification (NLS)
- High School Diploma or General Education Diploma (G.E.D.)
- Valid Ontario Driver's license (minimum Class G2)
- Standard First Aid & CPR
- The Town is committed to supporting the professional development of the successful candidate by covering the costs associated with required certifications and training.

Preferred

- Experience as a lifeguard or instructor

Knowledge, Ability & Skill

- Demonstrates superior interpersonal skills in serving the public and interacting with staff and management
- Able to organize and complete work assignments under minimal supervision
- Understands and effectively carries out oral and written instructions
- Demonstrated experience in a computerized office environment
- Working knowledge of relevant computer applications
- Communicates effectively both orally and in writing
- Considerable knowledge of applicable safety regulations
- Some experience supervising staff skills in supervision

Effort

- Considerable strength, stamina, and coordination to carry out the duties of the position
- Requires careful and constant supervision of pool patrons
- Concentration must be maintained at all times
- Interruptions are continual throughout the day

Working Conditions

- The incumbent spends 100% of the average workday indoors. This time is spent in open areas with continuous exposure to noise from patrons and children at play
- Moderate to Heavy physical work is required for short to intermediate duration
- Regular exposure to chlorinated water

Conditions of Employment

- Successful candidates for the position will be required to: - Maintain all required qualifications - Take the next available course to become a certified Swim Instructor - Provide a satisfactory Criminal Record and Vulnerable Sector Check prior to starting