



# Job Description

## Lifeguard Supervisor 1 (LS1)

*Nelson & District Community Complex*

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Lifeguard

**TITLE OF IMMEDIATE SUBORDINATES:** Lifeguards, Aquatic Instructors

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

The Lifeguard/Supervisor 1 is responsible for the supervision of staff and the safety of patrons using the facility. The Lifeguard/Supervisor 1 is responsible for supervising and monitoring pool use to ensure that the daily operation is following the departmental policies and safety standards. The incumbent must exercise care in routine dealings with other employees and provide assistance to the public using the facility. The Lifeguard/Supervisor 1 is the person designated to be in charge whenever the aquatic facility is in use.

### TASK DESCRIPTION:

As a member of the Aquatic team, responsibilities include, but are not limited to:

1. Responsible for making decisions regarding patron safety and ensuring lifeguard to bather ratios are adequate.
2. Designated as a person in charge of emergency procedures and action plan for aquatic staff.
3. Supervision of Aquatic staff, including assisting with completing performance evaluations and training.
4. Responsible for making adjustments to staff work schedules and assignment of extra tasks.
5. Responsible for completing reports; shift reports, incidents and accidents.
6. Responsible for trouble shooting and handling customer concerns.
7. Responsible for making decisions regarding maintenance, shift changes and covering emergencies inside the building when necessary.
8. Responsible for educating the public in the policies and procedures related to bather safety.
9. Monitors activities of the swimming pools by providing the highest standard of lifeguarding with an emphasis on the prevention of accidents and injuries.
10. Maintains order and ensures proper conduct of persons using the facility.
11. Reacts to emergency situations and performs first aid and emergency aid when required.
12. Conducts leadership classes and swimming instruction when required.
13. Provides excellent customer service to all internal and external customers.
14. Endeavors to provide a clean and safe environment at all times.
15. Responsible for assisting with the cleaning of pool and locker room areas.
16. Completes daily operational checks.
17. Perform basic mechanical and operational tasks.
18. Assists in making adjustments to equipment when necessary.
19. In the absence of maintenance staff, make decisions when to call in outside services.

20. Keep the Aquatic Supervisor or designate informed and make recommendations for improvements or changes.
21. Responsible for assisting with coordinating tasks during start up and shut down of the facility.
22. Complete administrative duties and related assignments.
23. Ensure shift reports and other administrative checklists are completed.
24. Assist with maintaining sufficient inventory of first aid supplies, uniforms, swim lesson supplies are kept.
25. Assist with customer service, program registration and answering telephones.
26. Required to attend and participate in regular scheduled in-service training sessions and meetings throughout the year.
27. Required to keep certifications current.
28. Performs other related duties and responsibilities as required.
29. Perform NLS physical skill requirements.

#### **REQUIRED QUALIFICATIONS**

- Current Water Safety Instructor certification.
- Current NLS certification.
- Current CPR certification (attained within last 12 months).
- Current Standard First Aid (AEC preferred).
- Current AED certification
- Other appropriate aquatic awards would be considered an asset.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Exceptional customer service focus.
- Able to work with patrons of varying age groups.
- Strong communication, negotiating and influencing skills.
- Independent decision-making, problem solving and analytical skills.
- Ability to function well as a part of a team, as well as to effectively lead a team.
- Current knowledge of provincial legislation and health and safety as it relates to aquatic operations.
- General computer experience and ability to use CLASS, MS Office, Excel, MS Outlook.
- Knowledge of Lifeguarding rules, regulations and practices.
- Knowledge of emergency procedures.
- Ability to work with minimal supervision and exercise considerable independence of judgment.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name                      Employee Signature                      Date

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Employer Representative Name                      Employer Representative Signature                      Date