



Job Description

Lifeguard

Salmo & District Recreation Department
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Lifeguard

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

The Lifeguard is responsible for the supervision and safety of patrons utilizing the pool at the Salmo & District Recreation Department (SDRD), providing public education, training, and proactive response to potential situations. The Lifeguard must be able to perform rescues and first aid as required while ensuring a safe and efficient operation. Lifeguards must follow the established departmental, facility and provincial guidelines for operating standards. Lifeguards will be required to work outside of traditional business hours to ensure the fulfillment of operational requirements.

ROLE AND RESPONSIBILITIES:

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

1. Lifeguard all programs offered by the SDRD
2. Ensure set up and take down for varying pool/swimming activities
3. Provide constant safety supervision at all times while on deck
4. Perform water chemistry and mechanical checks as required
5. Complete opening, closing and daily checklists as required
6. Perform routine custodial duties in the aquatics area including but not limited to patron and staff change rooms, and pool deck
7. Ensure safety for aquatics patrons and staff by implementing and following SDRD policies and provincial legislation at all times
8. Maintain and develop SDRD image and reputation, via suitable conduct and suitable PR activities and dress code
9. Ensure aquatic activities meet with and integrate with organizational requirements for the quality management, health and safety, legal stipulations and general duty of care
10. Reacts to emergency situations and performs rescues or first aid according to policy where required.
11. Provides excellent customer service to all internal and external customers

12. Attends and participates in regular monthly in service training as scheduled
13. Perform accurate daily cash balance; maintain current price lists for facility products and services
14. Performs other related duties and responsibilities as required

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Current NL
- Standard First Aid current within two years
- Current CPR C recertified annually
- Other appropriate aquatic awards, including WSI would be considered an asset
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional customer service focus
- Able to work with patrons of varying age groups
- Strong communication, negotiation skills
- Independent decision-making, problem solving and analytical skills
- Ability to work well in a team
- Perform physical skill requirements for NL
- Current knowledge of provincial legislation and health and safety as it relates to aquatic operations
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

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.

Employee Name	Employee Signature	Date
Employer Representative Name	Employer Representative Signature	Date



Job Description

Lifeguard Shift Supervisor

Salmo & District Recreation Department
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Lifeguard

TITLE OF IMMEDIATE SUBORDINATES: Lifeguards, Swim Instructor

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

The Lifeguard Shift Supervisor is the person designated to be in charge in the absence of the Head Lifeguard, and is responsible for the supervision of staff and the safety of patrons using the facility. The Lifeguard Shift Supervisor 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.

ROLE AND RESPONSIBILITIES:

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. Supervise 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. Maintain order and ensures proper conduct of persons using the facility
11. React to emergency situations and performs first aid and emergency aid when required
12. Conduct leadership classes and swimming instruction when required

13. Provide excellent customer service to all internal and external customers
14. Ensure a clean and safe environment at all times
15. Perform routine custodial duties in the aquatics area including but not limited to patron and staff change rooms, and pool deck
16. Perform water chemistry and mechanical checks as required
17. Assist in making adjustments to equipment when necessary
18. In the absence of maintenance staff, make decisions when to call in outside services
19. Keep the Head Lifeguard or designate informed and make recommendations for improvements or changes
20. Responsible for assisting with coordinating tasks during start up and shut down of the facility
21. Complete administrative duties and related assignments
22. Ensure shift reports and other administrative checklists are completed
23. Assist with maintaining sufficient inventory of first aid supplies, uniforms, swim lesson supplies are kept.
24. Assist with customer service, program registration and answering telephones
25. Perform accurate daily cash balance; maintain current price lists for facility products and services
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. Perform other related duties and responsibilities as required
29. Perform NLS physical skill requirements

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Current Water Safety Instructor certification
- Current NL certification
- Current CPR certification renewed annually
- Current Standard First Aid or Aquatic Emergency Care current within 2 years
- 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
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

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.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date



Job Description

Swim Instructor

Salmo & District Recreation Department
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Lifeguard

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

The Swim Instructor is responsible for ensuring the safety of participants while providing instruction for preschool, children and adult programs provided by the Salmo & District Recreation Department (SDRD). The individual will be required to work outside of traditional business hours to ensure the fulfillment of customer requirements.

ROLE AND RESPONSIBILITIES:

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

1. Directly supervise assigned groups of participants
2. Organize equipment and materials before and after each lesson
3. Complete administrative tasks for each lesson
4. Create a friendly and positive learning environment
5. Provide a safe environment with an emphasis on the prevention of accidents
6. Provide facility information for participants including pool guidelines
7. Demonstrate skills and include a variety of teaching methods of activities
8. Provide specific feedback in a positive and constructive way
9. Communicate standard expectations for skills and safety education
10. Evaluate participant's performance according to Red Cross and/or Lifesaving Society standards
11. Follow lifeguard direction regarding safety and in the event of an emergency
12. Follow all SDRD policies and procedures
13. Provide excellent customer service to all internal and external customers
14. Provide guidance to volunteers and practice instructors
15. Maintain and develop the SDRD image and reputation, via suitable PR activities and dress code

16. Perform other related duties and responsibilities as required

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Current Red Cross Water Safety Instructor Certification
- Current Standard First Aid or Aquatic Emergency Care current within two years
- Current CPR C recertified annually
- Other appropriate aquatic awards, including NL would be considered an asset

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Fifteen years of age (minimum)
- Strong communication and leadership skills
- Ability to function effectively as part of a team
- Independent decision making, problem solving and analytical skills
- Exceptional customer service skills
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

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.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date