



Job Description

Lifeguard

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 at all times through 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.

TASK DESCRIPTION:

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

1. Lifeguard all programs offered by the RDCK
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, hot tub, steam room, sauna, and pool deck.
7. Ensure safety for aquatics patrons and staff by implementing and following.
8. RDCK policies and provincial legislation at all times.
9. Maintain and develop RDCK image and reputation, via suitable conduct and suitable PR activities and dress code.
10. Ensure aquatic activities meet with and integrate with organizational requirements for the quality management, health and safety, legal stipulations and general duty of care.
11. Reacts to emergency situations and performs rescues or first aid according to policy where required.
12. Provides excellent customer service to all internal and external customers.
13. Attends and participates in regular monthly in service training as scheduled.
14. Continuous development in the 4 pillars of Lifeguarding; Knowledge, Judgement, Skills and Fitness.
15. Performs other related duties and responsibilities as required.

REQUIRED QUALIFICATIONS

- Current Lifesaving Society National Lifeguard Award – Pool Option (NL)
- Current Lifesaving Society Swim for Life Instructor Certificate
- Standard First Aid current within 2 years
- Current CPR C certified annually
- Satisfactory Criminal Record

PREFERRED QUALIFICATIONS

- Other appropriate aquatic awards would be considered an asset
- Pool Operator 1 an asset
- WHMIS Certification

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 NLS.
- Current knowledge of provincial legislation and health and safety as it relates to Aquatic operations.

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

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. 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 facility 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 RDCK image and reputation, via suitable PR activities and dress code.

16. Perform other related duties and responsibilities as required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Current Lifesaving Society Swim for Life Instructor Certification.
- Current AED/CPR C recertified annually.
- Bronze Cross.

PREFERRED QUALIFICATIONS:

- Standard First Aid.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 15 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.

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 Supervisor 1

Salmo & District Recreation Department
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Jr Recreation Services Supervisor

TITLE OF IMMEDIATE SUBORDINATES: Lifeguards, Swim Instructors, Aquatic Program Instructors & Aquatic Volunteers.

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the general direction of the Jr. Recreation Services Supervisor is a member of the Aquatics leadership team. The LS1 provides operational supervision of the aquatic area (pools, deck, change rooms, steam room, viewing area, etc.) and monitors pool use to ensure that the daily operation is following department policies and safety standards. In addition, this position provides mentorship to staff, lifeguards and instructs, performs a variety of custodial and facility maintenance tasks and assists with the operation and delivery of aquatic programs, recreation programs and special events. This role requires the individual to demonstrate strong leadership abilities and possess a functional knowledge of pool chemistry and operating procedures.

The Lifeguard Supervisor 1 is positive and responsive when dealing with the public and user groups and performs as a professional and dedicated team player in providing the best possible aquatic service to the community.

ROLE AND RESPONSIBILITIES:

As a member of the Aquatics Team, responsibilities include, but are not limited to:

Leadership:

1. Collaborates regularly with Jr Recreation Services Supervisor to ensure a consistent approach to overall leadership of the team; is an effective team player.
2. Supervises aquatic staff including, but not limited to: staff development training, lesson support.
3. Attends and participates, and may even lead components of, regular scheduled in-service training sessions and meetings throughout the year.
4. Provides coaching and mentorship to aquatics staff and offers feedback as appropriate.
5. Ensures the professionalism of aquatic staff; leads by example, dresses appropriately in uniform, is pleasant to customers, is prepared and on time for their shifts.

Operations:

1. Supports Jr Rec Services Supervisor in filling shift vacancies.
2. Supports Jr Rec Services Supervisor in making adjustments to staff work schedules and assignment of extra tasks.
3. In absence of Jr Rec Services Supervisor, coordinate and assign private lessons as required.
4. Perform cleaning duties in aquatic area.
5. Completes daily operational checks.
6. Complete administrative duties and related assignments.
7. Communicates effectively with Jr. Recreation Services Supervisor and makes recommendations for improvements or changes.
8. Responsible for the opening and closing of the aquatic centre and oversees the daily operations of the pool.
9. Makes day-to-day decisions regarding patron safety and ensure lifeguard to bather ratios are adequate.
10. Assists with maintaining sufficient inventory of first aid supplies, uniforms, and swim lesson supplies.
11. Completes reports; first aids, incidents. Conduct research and prepare reports as required.
12. Reports mechanical failures, accident, and other relative information to Facility Maintenance Forman and Aquatic Programmer.

Safety:

1. Ensures compliance with Health and Safety legislation.
2. In absence of Jr Rec Services Supervisor, provides new employees with safety orientation and WHMIS training and follows up as required.
3. Acts as a person in charge of emergency procedures and action plan for staff.
4. Monitors activities of the swimming pools by providing the highest standard of lifeguarding with an emphasis on the prevention of accidents and injuries.
5. Reports all safety hazards and mechanical problems to the appropriate personnel.
6. Maintains the level of physical fitness, stamina and knowledge required to perform all lifeguarding and instructional duties as per SDRD and industry standards.

Patron Experience:

1. Performs lifeguarding which involves observing and safeguarding activities in the pool and surrounding areas.
2. Provides high quality water safety, lifesaving, swimming techniques and all levels of the Red Cross and other swim programs.
3. Responsible for trouble shooting and handling customer concerns.
4. Responsible for educating the public regarding the policies and procedures related to bather safety.
5. Maintains order and ensures proper conduct of persons using the facility.
6. Provides excellent customer service to all internal and external customers.
7. Assists with customer service, program registration and answering telephones when necessary.
8. Reacts to emergency situations and performs first aid when required.
9. Follows Salmo & District Community Complex policies, procedures and expectations for staff conduct while presenting a professional image of the Community Complex.

Other:

1. Performs other related duties and responsibilities of the lifeguard/swim instructor role as required/assigned.

REQUIRED QUALIFICATIONS

- Current National Lifeguard Award – Pool Option (NL)
- Current Standard First Aid (SFA or equivalent)
- Current CPR “C” (recert annually)
- Current Lifesaving Society Swim Instructor (SI) Preferred
- Grade 12 Diploma, GED or currently enrolled in school
- Satisfactory criminal record

PREFERRED QUALIFICATIONS

- Valid Drivers License and satisfactory Drivers Abstract
- Current Aquatic Fitness Instructor Certification (i.e. CFES, BCRPA, Water Art, CALA)
- Current First Aid Instructor / Trainer (FAI/FAT)
- Hold any of the following certifications:
 - Lifesaving Instructor Trainer (LST)
 - National Lifeguard Instructor (NLI)
 - Pool Operator Level 1 and 2

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, tools and equipment used in lifeguarding
- Knowledge of the lifeguarding rules, regulations and practices
- Knowledge of WHIMIS procedures
- Knowledge and ability to perform first aid, CPR and instruction in the pool
- Knowledge of emergency procedures
- Ability to deal courteously and effectively with the public
- Ability to work with minimal supervision, exercise considerable independence of judgement/action in the operation of the aquatic centre
- Demonstrated teamwork and leadership abilities with an ability to effectively communicate with supervisors, co-workers, and members of the public
- 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