



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 NDCC 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

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