



# Job Description

## Lifeguard Supervisor 1

*Creston & District Community Complex*  
Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Lifeguard

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

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### **SUMMARY OF POSITION:**

Under the general direction of the Recreation Services Supervisor/Local Programmer and reporting to the Head Lifeguard, the Lifeguard Supervisor 1 (LS1), 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 Recreation Services Supervisor/Local Programmer and Head Lifeguard 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.

6. Provides high quality instruction for both Lifesaving Society Swim for Life Lessons and aquatic leadership courses including but not limited to Bronze Star, Medallion & Cross, Junior Lifeguard Club, Canadian Swim Patrol.

**Operations:**

1. Supports Head Lifeguard in filling shift vacancies.
2. Supports Head Lifeguard in making adjustments to staff work schedules and assignment of extra tasks.
3. In absence of Head Lifeguard, 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 Recreation Services Supervisor/Local Programmer and Head Lifeguard 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 Head Lifeguard, 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 CDCC 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 Creston & 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)
- Current Lifesaving Instructor (LSI)
- 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:
  - o Lifesaving Instructor Trainer (LST)
  - o National Lifeguard Instructor (NLI)
  - o 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.

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Employee Name                      Employee Signature                      Date

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Employer Representative Name                      Employer Representative Signature                      Date