

**Date:** June 25, 2012

**Job Title:** Lifeguard/Swim Instructor

**Reports to:** Director of Community Services

**Positions Supervised:** N/A

**Position Summary:**

- Participate in the operation of Swim Bay

**Key Job Duties**

**Program Development and Implementation:**

- Participate in lifeguarding and swim instruction
- Maintain daily record of statistics, maintenance and attendance
- Assist in compile year end program reports
- Assist in planning, promoting, and executing special events

**Operations- Administration/Working Function:**

- Respond to inquiries and provide information for aquatic programs, water safety, and special events
- Assist in maintaining inventory of aquatic supplies including report cards and badges, aquatic toys, first aid supplies and first aid/water safety equipment
- Set up and take down of daily equipment
- Provide information to program registrants and users such as recreation, policies, procedures safety regulations
- Inspect and participate in daily installation of equipment such as zip lines and rope swing

**Customer Service/Communications:**

- Provide a variety of direction, problem solving and information to the general public regarding Swim Bay and aquatic programs
- Communicate District's aquatic events and activities

**Risk Management Health and Safety:**

- Practice and adhere to Work Safe BC and District policies and procedures
- Educate participants and user regarding safe water safety habits and ensure all safety and proper procedures are followed
- Attend weekly safety meetings and monthly practice of emergency procedures
- Recognize and prevent hazardous situations
- Identify hazards and areas of risk, and implement corrective measures, or request facility maintenance and repairs, and/or equipment replacement
- Provides emergency care and treatment as required until the arrival of emergency medical services.

**Leadership and Supervisory:**

- Provide supervision of aquatic areas, ensuring proper behaviour, correct use of facility and participant awareness and adherence to District Recreation policies, procedures and code of conduct

- Participate as a team member ensuring high performance and service at the Recreation Department

**Financial:**

- n/a

**Qualifications:**

**Education/Certification:**

- NLS Waterfront
- Water Safety Instructor
- Standard First Aid
- CPR 'C'
- AED

Preferred qualification:

- Lifesaving Instructor

**Experience:**

- Minimum 1 year lifeguard/swim instructor experience
- Preference given to previous waterfront experience

**SKILLS:**

- Communicate effectively with the public to resolve inquiries regarding issues with Swim Bay
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisions:**

- Maintain a clean Criminal Record Check
- Maintain professional and technical requirements for the position