

Date: June 8, 2012

Job Title: Head Lifeguard

Reports to: Director of Community Services

Positions Supervised: Lifeguard/Instructor

Position Summary:

- Supervise and participate in the operation of Swim Bay

Key Job Duties

Program Development and Implementation:

- Supervise and participate in lifeguarding and swim instruction
- Maintain daily record of statistics, maintenance and attendance
- Compile year end program reports
- Plan, promote, and execute special events

Operations- Administration/Working Function:

- Respond to inquiries and provide information for aquatic programs, water safety, and special events
- Maintain 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
- Supervise, 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
- Provide weekly safety meetings and monthly practice of emergency procedures
- Recognize and prevent hazardous situations
- Annually review and update emergency procedures
- Identify hazards and areas of risk, and implement corrective measures, or request facility maintenance and repairs, and/or equipment replacement

Leadership and Supervisory:

- Provide supervision, coaching and mentoring 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
- Lifesaving Instructor

Experience:

- Aquatic Leadership - 2 years or an equivalent combination of education, training and experience
- Previous lifeguard experience in a waterfront environment is desired

SKILLS:

- Communicate effectively with the public to resolve inquires 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