



Position Description

Lifeguard/Instructor

Position Code:	85	Pay Band:	4
Department:	Parks, Recreation & Culture	Effective:	February 2011
Division:	Recreation Services	Revised:	Sep/20, Feb/20, Sep/16, Jul/13
Reports To:	Manager, Recreation Services	Status:	Permanent Part-Time Non-Union
Direct Reports:	None	Indirect Reports:	None

Position Summary

Reporting to the Recreation Services Manager, Lifeguard/Instructors are responsible for monitoring the activities of swimmers in the pool and on the deck to prevent accidents as mandated by the Lifesaving Society of Ontario. Lifeguard/Instructors provide assistance in the event of emergencies and participate in staff training sessions. The main duties and responsibilities of the position are in the areas of lifeguard functions, instruction, other pool functions, and maintenance functions.

Duties and Responsibilities

1. Lifeguard Functions (60%)

- (a) Perform lifeguarding functions, according to Provincial and Town of Collingwood guidelines.
- (b) Maintain complete vigilance while on duty and be ready to respond to any emergency situation. Implement proper rescue and emergency procedures for those in difficulty, danger or injured.
- (c) Supervise patrons to ensure their safety at all times. Monitor patron headcount and ensure correct patron-to-lifeguard ratio.
- (d) Assist in the maintenance of a clean and safe swimming area; and other areas as deemed necessary, including keeping the swim area clean of hazards.
- (e) Work as a part of an effective lifeguard team to ensure proper positioning, rotations and communication including verbal, hand signals and whistles. Remain on duty until relieved by another qualified lifeguard/instructor

2. Instruction (30%)

- (a) Plan, organize and deliver high quality, safe and stimulating swimming lessons for all levels of participants.
- (b) Keep current with industry trends and class formats.
- (c) Communicate with parents/guardians of students on a regular basis.
- (d) Set-up for classes and tidy up equipment and supplies.
- (e) When not teaching a class, assist other instructors in their lessons.
- (f) Complete report cards for all program participants in class (distributed on the last day of classes).
- (g) Must not miss more than two classes/per day/session.

3. Other Pool Functions (5%)

- (a) Open and close facility in accordance with procedures.
- (b) Complete administrative duties in a timely manner (e.g., attendance, incident/accident reports, opening and closing procedures).
- (c) Provide a high level of front line customer service: greeting and engaging participants.
- (d) Communicate with participants in regards to lesson opportunities and accident prevention.
- (e) Maintain an understanding of department programs and services.



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- (f) Understand, adhere to and enforce Corporate Policies and Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff.
- (g) Attendance at all pre-season in-service/training is mandatory.
- (h) Replace co-workers on shift in case of absenteeism.

4. Maintenance Functions (5%)

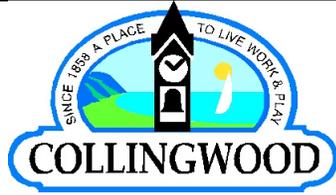
- (a) Complete pool and deck set-up and clean-up.
- (b) Inspect and clean equipment daily to ensure cleanliness.
- (c) Maintain a safe and tidy program space ensuring equipment is set-up and stored appropriately.
- (d) Report all concerns, accidents and incidents to immediate supervisor for follow up and take appropriate action.
- (e) Be ready for work fifteen (15) minutes prior to the start of each scheduled shifts; ensuring that all lifesaving and instructional equipment is set out, checked and then put away each day (report any equipment deficiencies to supervisor).
- (f) Perform daily maintenance duties including water tests to ensure adequate water quality (determine chlorine content and pH value of water, using water testing kit).
- (g) Maintain cleanliness of facility (e.g., change rooms, guard office, pool deck, etc.)
- (h) Complete other duties as assigned, particularly in the event of a pool closure.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Knowledge, Skills and Experience

1. Completion of a minimum of one (1) year of secondary education.
2. Current Lifesaving National Lifeguard Pool, Swim Instructors, Lifesaving Instructor and Emergency First Aid Instructor. Certified High Five PHCD an asset.
3. Ability to observe/assess participant behaviours, enforce safety regulations and emergency procedures and apply appropriate behaviour-management techniques. Previous leadership experience working with children an asset.
4. Knowledge of the Public Pools Regulation and applicable safety regulations. Ability to maintain pool and surrounding areas in a neat and orderly manner.
5. Good administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
6. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess initiative and integrity.
7. Working knowledge of Windows and Microsoft Office applications and office equipment.
8. Physically capable of performing lifeguard/instructor duties and wearing the applicable personal protective equipment.
9. Possess a current Vulnerable Sector Check with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification.



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Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job some tasks involve the ability to exert very moderate physical effort, typically involving some combination of standing, standing at a height, sitting, sitting at a height, crouching, walking, climbing, swimming, performing work while wet and/or performing work while wet for extended periods of time. (50%) Emergency tasks and regular staff training events involve the performance of physically demanding work, which may involve some combination of running, climbing and/or swimming and may involve lifting, carrying, pushing and/or pulling heavy objects including distressed persons on land or in the water, performing work while wet and/or performing work while wet for extended period of time. The Lifeguard/Instructor, as part of NLS training, is required to meet four physical standards before NLS certification is awarded. (50%)

Normal hours will vary and range up to twenty-four (24) hours per week, dependent upon the programming schedule, and may include early morning, day, evening, weekend or holidays. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts, or to work extra hours as needed.

Physical Environment: Work is conducted inside an aquatics centre, exposure to heat, wetness, and moisture. (60%) May be exposed to chlorine, acids and other chemicals at the aquatic facility, as well as biohazards while rendering first aid, cardiopulmonary resuscitation. (25%) While performing administrative functions, standard office environment. (15%)

Sensory Attention: Required to continually monitor pool users for compliance with health and safety rules. The ability to visually concentrate during lifeguard duties and exposure to loud noise during recreational play. (50%) Requires the ability read and interpret rules; analyze and solve problems; observe and monitor hazardous situations, learn and apply new information or skills; work with frequent interruptions, and interact with staff, patrons, contract instructors, vendors, the public, and others encountered in the course of work. Use a computer while performing administrative duties. (20%) Requires the ability to communicate effectively including explaining processes, instructions and speaking before groups of people with periods of continual visual concentration. (30%)

Stress: Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (85%) Occasional exposure to disgruntled members of the public, especially when enforcing pool facility rules and procedures. (10%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. (5%)

Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Served:	0
Other Working Relationships:	Position communicates regularly with participants/students, lifeguard and facility staff, consultants, and members of the public.
Budget:	n/a
Salary Budget:	n/a



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Review and Signatures

Employee Name (print): _____

Date: _____

Signature: _____

Supervisor Signature: _____

Date: _____

Manager/HR Signature: _____

Date: _____