



## **JOB DESCRIPTION**

**TITLE:** LIFEGUARD/INSTRUCTOR

**DEPARTMENT:** Recreation & Culture

**LEVEL:** I & II

**Position Last Evaluated: Nov 1990**

**Job Desc. Last Updated: Feb 2015**

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### **JOB SUMMARY**

Under the general supervision of the Manager, Aquatics, Aquatic Coordinator, or Head Lifeguard, the incumbent performs lifeguard and aquatic instructional program procedures as per facility policy. Responsible for the supervision and control of activities, safety standards, and cleanliness of aquatic facilities. Exercises mature judgment in carrying out instructional skills and general lifeguarding duties.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Carries out lifeguarding/instructional duties by monitoring safety practices, Red Cross, Lifesaving Society, National Lifeguard Service, and Public Health Act Standards to ensure requirements are maintained, leads water exercise classes, and provides instruction and evaluation for program/class participants.
2. Performs monitoring and reporting functions by advising supervisor of general equipment program needs, carries out comprehensive water testing and adjustments to water chemistry, monitors operating procedures and ensures standards are maintained, maintains records, logs, books, and submits reports as required, and performs cashiering duties at specified swim sessions.
3. Assists in maintenance programs including annual maintenance shut-down, maintains facilities by hosing, scrubbing, polishing, cleaning, and continued checking of facility and equipment.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

4. Responsible for first aid related duties, assisting with the planning and implementation of special events, the promotion of special events and regular program activities by production of posters, wall case displays, and announcements, and program registration and inquiries.
5. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of first aid, water rescue methods, and public safety issues.

Knowledge of regulations, basic philosophies, objectives, and practices of aquatic operations and programs.

Knowledge of water chemistry, filtration, and aquatic equipment.

Knowledge of emergency procedures and use of emergency equipment.

Knowledge and ability in teaching swimming strokes, aerobics, fitness, and water safety skills.

Skills in public relations, promotion, and communications.

Skills in judgment and self-confidence in very high stress situations.

Ability to comprehend and carry out written and oral instructions.

Ability to provide leadership, maintain control, and discipline participants during public sessions.

Ability to maintain records and prepare reports.

**MINIMUM TRAINING, LICENCES, AND EXPERIENCE REQUIRED**

**Level I** - Completion of Grade 10, Red Cross Water Safety Instructor Certification, C.P.R. "C" Certification, and National Lifeguard Certification (Pool Option). Completion of National Lifeguard Certification (Waterfront) when required.

And a natural progression to **Level II** upon completion of:

1,000 City of Nanaimo hours Lifeguard/Instructor experience at Beban or Nanaimo Aquatic Centre, completion of a recognized Pool Operators Course (Level 1), and Life Saving Society Instructor Certification.

**MINIMUM TRAINING, LICENCES, AND EXPERIENCE REQUIRED cont.**

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.