



JOB DESCRIPTION

TITLE: LIFEGUARD/INSTRUCTOR

DEPARTMENT: Parks and Recreation

LEVEL: I & II

Position Last Evaluated: Nov 1990
Job Desc. Last Updated: Feb 2015

JOB SUMMARY

Under the general supervision of the Manager of 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; 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; main 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.
4. Responsible for first aid related duties; assists 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.

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 and Safety (OHS) 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.

Takes responsibility for reducing energy consumption within the scope of the job duties.

GENERAL STANDARDS (Cont)

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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