

JUNIOR POOL GUARD/INSTRUCTOR POSITION DESCRIPTION

PURPOSE OF POSITION

The Junior Pool Guard/Instructor is responsible for assisting the management team and Senior Pool Guard/Instructors with overall facility operations and aquatic programs at the Redwater Outdoor Swimming Pool.

SCOPE

The Junior Pool Guard/Instructor reports to management and/or Senior Pool Guard/Instructors and is responsible for assisting in the operation of the swimming pool, aquatic programs and pool events.

RESPONSIBILITIES:

Facility Operations:

- Assist with the operation of the outdoor swimming pool including but not limited to facility safety, guarding/instruction, aquatic programming, customer service and maintaining facility sanitation/cleanliness.
- Follow established Town policies, regulations, and procedures as directed by the Pool Manager or designate.

Front Desk Reception:

- Accept payments for admission fees, rental bookings, campground fees and lesson registrations.
- Provide professional, positive and courteous customer service to all pool patrons.
- Document and communicate all patron inquiries or concerns to the Pool Manager or designate.
- Document admission statistics at the direction of the Pool Manager or designate.
- Review daily log communications during each shift and update as required.

Guarding, Lifesaving, First Aid, and Emergency Procedures:

- Maintain diligent surveillance of patrons while guarding in accordance with established safety standards.
- Follow established guard positioning patterns for the pool facility and as directed by the Pool Manager or designate.

- Act immediately and appropriately to ensure the safety of patrons in the event of an emergency including but not limited to performing rescue procedures and/or assist with pool facility evacuation.
- Provide emergency first aid as required and/or until the arrival of emergency medical services.
- Complete required documentation as directed by the Pool Manager or designate including but not limited to incident reports and/or first aid reports.

Lesson Instruction:

- Instruct swimming lessons according to the standards established by the program offered.
- Complete lesson report cards appropriately, professionally and in a timely fashion.
- Establishes positive and professional rapport with parents and lesson participants.
- Conduct lessons safely, professionally and utilizes appropriate teaching strategies for the age of participants.
- Create effective, well planned and engaging lesson plans prior to each lesson.

Occupational Health and Safety:

- Adhere to the Town of Redwater Health and Safety Program.
- Follow established safe operating procedures.
- Participate in monthly safety meetings.

Other:

- Participate in weekly staff meetings and in-service training sessions.
- Assist with community events at the pool as directed by the Pool Manager or designate.
- Any other duties as approved by the Pool Manager or designate.

KNOWLEDGE, SKILLS, AND CERTIFICATIONS:

Knowledge

- Knowledge of guarding, lifesaving, first aid standards and best practices.
- Knowledge of group swimming instruction standards and best practices.

Skills

- Effective verbal and written communication skills.
- Guarding, lifesaving first aid, and small group swimming instruction skills.
- Ability to effectively enforce pool rules and regulations.
- Ability to act quickly and calmly in emergencies.
- Ability to interact professionally and positively with pool patrons.
- Ability to effectively follow payment and registration procedures.

Certification:

- 16 years of age or older
- National Life Guard Certification (NL) or Red Cross Life Guard Certification
- Water Safety Instructor Certification (Red Cross) or Life Saving Society Swim Instructor Certificate
- First AID/CPR (Level C) or Aquatic Emergency Care Certification.
- WHIMIS certification is an asset.

Personal Attributes:

- Honest, trustworthy and respectful.
- Demonstrate dedication to the position and the community.
- Maintain standards of conduct.
- Maintain confidentiality.
- Flexibility.
- Demonstrate sound work ethics.
- Promote positive community awareness and public relations.
- Adhere to Municipal Code of Ethics.
- Maintain a clean standard of hygiene and neat appearance.

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this position

I certify that this job description is an
accurate description of the
responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.