



The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

Job Description

(This description includes all duties performed by the lifeguard, although any given individual may not carry out all of them)

Title: Life Guard Instructor

Reports to: Pool Supervisor

Position Supervised: None

Position Summary:

To ensure patrons at the pool are supervised in a professional and positive manner. To provide quality instruction to patrons in water skills and safety.

Principle Responsibilities

1. To be knowledgeable of, and to enforce, all Municipality of West Elgin Policies and other relevant legislation. Duties are as follows:
 - a) Collaborate with Supervisors and Lifeguards
 - b) Participate in staff training
 - c) Instruct swimming lessons, lifeguard various swim sessions
 - d) Monitor and record all pool information
 - e) Prepare daily bank deposit and balance funds as required
 - f) General maintenance of facilities
2. Assist patrons as required, working in all weather conditions (including extreme heat and cold).
3. Assist with the promotion and advertising of programs and activities under the direction of the Parks and Recreation Supervisor.
4. To carry out cleaning duties as assigned
5. To ensure accurate, timely and complete submission of all forms and records but not limited to worksheets, progress cards and incident reports
6. To attend and participate in all training sessions
7. Display positive public relations
8. To be in uniform at all times
9. Participate in staff training sessions, and practice emergency procedures
10. To be familiar with, comply and enforce pool policies, regulations and rules
11. To be a positive role model to children and youth
12. Carries out other duties as assigned

Working conditions:

Available for work as required;

Possible shift work;

Exposure to elements and hazardous conditions;

Occasional exposure to unpleasant or irate patrons;

Required to work on land and water;

Some exposure to hazardous materials.

Minimum Qualifications:

1. Current NLS
2. Red Cross Water Safety Instructor
3. Standard First Aid/ CPR "C"
4. Excellent public relation skills
5. Vulnerable Sector Criminal Record Check