

## Municipality of West Elgin

### JOB DESCRIPTION

TITLE: Instructor / Lifeguard

REPORTS TO: Aquatic Supervisor

POSITIONS SUPERVISED: None

EFFECTIVE DATE: January 2019

#### 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.

#### PRINCIPAL RESPONSIBILITIES

1. To be knowledgeable of, and to enforce, all the 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 records,
  - e) Prepare daily bank deposit and balance funds as required,
  - f) General maintenance of facilities.
2. Assists patrons as required, working in all weather conditions (including extreme hot and cold).
3. Assist with the promotion and advertising of programs and activities under the direction of the Parks and Recreation Superintendent,
4. To perform 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. Performs other duties as assigned.

## WORKING CONDITIONS

Available for work as required.

Possible shift work.

Exposure to the elements and hazardous conditions.

Occasional exposure to unpleasant or irate people.

Required to work on land and water.

Some exposure to hazardous materials.

## MINIMUM QUALIFICATIONS:

1. National Lifesaving Society - Lifeguard
2. National Lifesaving Society – Water Instructor
3. Standard First Aid/CPR“C”
4. Excellent public relations skills
5. Vulnerable Sector Criminal Record Check