

The City of Trail

JOB DESCRIPTION

TITLE: HEAD LIFEGUARD/INSTRUCTOR

DEPARTMENT: PARKS AND RECREATION

REPORTS TO: AQUATIC COORDINATOR

➤ *This position is within the Bargaining Unit – CUPE, Local 2087*

POSITION SUMMARY:

The Head Lifeguard/Instructor assists the Aquatic Coordinator in providing lifeguarding and instructional services, preventative maintenance services and Aquatic Centre programs, administrative duties and special events. This position will be responsible for on-deck supervision of programs and staff, in the absence of the Aquatic Coordinator, to ensure quality and consistency of program delivery and lifeguarding. Additional responsibilities include training and development of all lifeguarding/waterslide staff, as well as on-deck lifeguarding and program instruction as required.

SPECIFIC DUTIES:

1. Participates in the planning, implementation and evaluation of aquatic programs and special events, based on community needs.
2. Assists in the supervision of part-time staff and volunteers engaged in programs, lifeguarding and maintenance duties. Participates in the development and coaching of staff.
3. Coordinates daily staff assignments in the absence of the Aquatic Coordinator. Ensures appropriate staffing levels, including responding to large bather counts and/or staff illnesses.
4. Assists with administrative duties related to the delivery of aquatic services as required.
5. Responsible for the supervision of staff in the absence of the Aquatic Coordinator.
6. Coordinates and conducts orientations and in-service training for Lifeguards, Instructors, Waterslide Attendants and volunteers.
7. Enforces the rules and regulations of the Aquatic and Leisure Centre and ensures that all safety and behavioural standards are maintained.

8. Participates in the planning and development of programs and special events; fosters an enjoyable, exciting atmosphere by leading “fun” activities during sessions.
9. Ensures quality customer service and mechanical/janitorial operation, based on established standards and procedures.
10. Responds to customer inquiries and complaints.
11. Instructs advanced aquatic and first aid courses, assists with volunteer recruitment and training, instructs programs, lifeguards and performs other related duties, all as required.

QUALIFICATIONS:

1. Ability to deal effectively and courteously with the public and fellow staff members.
2. Effective oral and written communication skills.
3. Sound knowledge of operating policies and procedures for an aquatic facility.
4. Working knowledge of materials, methods and equipment used in HVAC and water filtration and purification systems.
5. Ability to train, supervise and evaluate the work performance of aquatic staff.
6. Ability to organize and lead training sessions, advanced lifeguarding and first aid programs and special events.
7. Ability to prepare and maintain pertinent records and reports.
8. Sound computer skills and ability to work with MS Office software. Experience with CLASS recreation software is an asset.
9. Previous supervisory experience in an aquatic environment.
10. Minimum two years experience instructing advanced lifeguarding, first aid, and aquatic programs.
11. Post Secondary education in a related field or a minimum of two years’ experience in aquatic supervision.
12. Required certifications:
 - Pool Operators Certificate – Level 1
 - Red Cross Water Safety Instructor (WSI)
 - National Lifeguard Service (NLS)
 - Lifesaving Society Instructor (LSI)
 - AED/CPR – Level C
 - WHMIS
 - Aquatic Emergency Care or equivalent First Aid Certificate

- Valid B.C. Driver's Licence
- National Lifeguard Service Instructor

Preferred certifications:

- Pool Operator's Certificate – Level II
- First Aid Instructor
- Aquafitness Certificate
- Supervisory Training
- Red Cross Water Safety Instructor Trainer

WAGES:

As per the Collective Agreement.

HOURS OF WORK:

Scheduling will vary as per the operational needs of the facility. This position is 37.5 hours per week.

Approved by:



CUPE, Local 2087 representative



City of Trail representative

Date March 15/13.

Date March 15, 2013

February 2013

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