

<b>Job Title</b> Lifeguard / Instructor	<b>Department</b> Recreation – Programs and Services
<b>Department Manager</b> Manager of Recreation Programs	<b>Updated as of</b> January 29, 2014

**JOB SUMMARY:**

The Lifeguard/Instructor performs a variety of lifeguarding, instructional, and maintenance duties in the delivery of instructional and recreational aquatic programs for all age groups. The Lifeguard / Instructor organizes and supervises structured activities and games during public swims and special events, and works a variety of shifts during days, evenings, and weekends which may include split shifts.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Perform lifeguarding duties including monitoring pool activities, performing rescues, enforcing pool rules and ensuring safety of patrons, and administering first aid and CPR as required
- Ensure a safe and clean environment for facility patrons and staff to prevent injuries and eliminate hazards. Activate emergency action plan and render emergency care within the scope of required training
- Perform daily maintenance duties such as water tests to ensure adequate water quality, and keeping the pool deck, change rooms, and lifeguard office clean and orderly
- Plan, prepare, and instruct swimming lessons and aquatic programs
- Complete and maintain accurate records such as up to date lesson program cards, attendance records, red cross lifesaving reports, and administration forms
- Provide appropriate feedback to lesson participants and parents with recommendations for improvement
- Prepare the pool for program changeovers. Perform facility opening and closing duties
- Ensure that all safety and focal point equipment is present and in good condition
- Organize and supervise structured games and activities during public swim sessions and special events
- Respond to patron questions and concerns in a friendly and diplomatic manner and resolve or refer complaints as necessary
- Maintain a cooperative and positive relationship with the public
- Enforce facility rules consistently, tactfully, safely, and promptly
- Attend all in-service training sessions
- Perform other related duties as required

**REQUIRED EDUCATION AND EXPERIENCE**

- Grade 12 graduation, or at minimum completion of grade 11
- Formal lifeguarding and swimming instructor training
- Minimum six months of directly related experience

**REQUIRED LICENCES, CERTIFICATES AND ASSOCIATION MEMBERSHIPS** (*required for acceptance into the job*)

- Current criminal record clearance  
*The incumbent is required to provide a satisfactory criminal record check in order to work in this position and is required to report to their supervisor any criminal charges laid against them that may be related to their employment in this position.*
- Bronze Cross Certification
- Current WSI, NLS Awards Certification
- Current Standard First Aid and CPR Certification
- Certain shifts may require the incumbents to have specialized certifications as per preferred additional qualifications. Please refer to the collective agreement regarding wages for teaching courses.

**PREFERRED ADDITIONAL QUALIFICATIONS**

- Current Aquacise Instructor Certification
- Current Adaptive Aquatics Certification
- Current Lifesaving Instructor Certification

**JOB KNOWLEDGE, ABILITIES AND SKILLS**

- Sound knowledge of current lifeguarding surveillance and rescue techniques
- Strong swimming and lifesaving skills
- Ability to remain alert, attentive, and responsive
- Ability to plan and deliver training and instruction to participants of all ages
- Ability to keep accurate and complete records
- Ability to effectively interact with people of all ages and engage them in a fun and positive experience
- Physically capable of performing all duties safely and effectively to NLS standards

**CORE KNOWLEDGE, ABILITIES AND SKILLS**

- Working knowledge of Comox Valley Regional District and sports and aquatic centre policies and procedures
- Ability to work safely and effectively without direct supervision and adhere to work procedures and safety regulations
- Ability to establish and maintain effective, cooperative, and respectful working relationships with coworkers, management, and general public
- Ability to provide excellent customer service in a professional and courteous manner
- Ability to work accurately with attention to detail
- Strong communication, decision making, and problem solving skills
- Ability to maintain standards of conduct
- Ability to effectively carry out oral and written instruction

- Ability to cope with interruptions and meet multiple demands and priorities in a busy fast paced environment while maintaining a positive customer service attitude
- Ability to maintain composure under stressful situations and handle emergency situations
- Ability to handle conflicts effectively and enforce facility policies
- Maintain work-related qualifications
- Physically capable of performing duties safely and effectively
- Ability to work shift work including days, evenings, weekends, and holidays

**EMPLOYEE SIGNATURE**

This is to certify that I have read this job description:

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Print Name

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Signature

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Date