

## Job Description

### The Municipal District of St. Stephen GARCELON CIVIC CENTER

<b>Job Title:</b>	Lifeguard
<b>Job Type:</b>	Union
<b>Reports To:</b>	Aquatic & Programming Coordinator
<b>Direct Reports:</b>	None

#### Job Purpose

The Lifeguard is responsible for monitoring and ensuring the safety of patrons of the aquatic area of the Garcelon Civic Center as well as promoting fun, safe leadership skills through instructions to all ages in a healthy aquatic environment while providing excellent customer service as part of a team environment. Other administrative and custodial duties will be required.

#### Duties and Responsibilities

The following are the primary job duties and responsibilities of the incumbent in the role of the Day Time Lifeguard. The following statements are intended to describe the nature of work and level of work being performed but may not be an exhaustive list of all duties and responsibilities of the position. Other duties and responsibilities may be assigned by the Aquatic & Programming Coordinator or the Director of Community Services.

**1. Monitors and ensures safe use of the aquatic area.**

- Safeguards patrons in using the aquatic area;
- Provides swim instruction for the purpose of developing skills and awareness of water safety;
- Enforces rules and regulations of the aquatic area;
- Knowledge of emergency procedures and the ability to initiate them when necessary.

**2. Maintains and ensures a clean and safe aquatic area.**

- Assists and performs pool maintenance, custodial tasks, as well as other programs and services;
- Inspects the aquatic area on a daily schedule and reports unsafe conditions or equipment to Aquatics Supervisor.

**3. Provides quality customer service to facility patrons.**

- Promotes and maintains positive public relations;
- Maintains a thorough knowledge of the Garcelon Civic Center, its programs, services, and promotions;

- Acts in a discrete and confidential manner in the exchange of sensitive and private communications.

#### **4. Provides administration and other duties.**

- Participates in mandatory in-service training sessions;
- Completes records, inspections, and reports;
- Conducts opening/closing duties.

### **Qualifications**

- Partial high school according to provincial standards or equivalent experience (minimum of 16 years of age);
- Current Workplace Standard First Aid & CPR-C;
- Current National Lifeguard Service Certification Pool Option;
- Current Lifesaving Society Swim Instructor Certification;
- Further advanced qualifications are considered an asset (Aquafit Instructor, National Lifeguard Instructor, Standard First Aid Instructor, CPR - Health Care Provider, Examiners Course, and Swim/Synchro/Dive Coach etc.);
- AED Training;
- Criminal record check.

### **Knowledge, Skills, and Abilities**

The following knowledge, skills, and abilities are required:

- Knowledge of any relevant policies, procedures, rules or regulations, Occupational Health and Safety, Privacy Act, and records management;
- Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise;
- Attention to detail and the commitment to maintain high standards in order to ensure a clean, safe, healthy and attractive facility;
- Flexibility, including the ability to adapt to work effectively within a variety of situations, and with various individuals or groups;
- Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively, and support others in challenging situations;
- Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, subordinates, council members, residents, government officials, auditors, contractors/suppliers, business representatives, and other stakeholders.

## Working Conditions

- The incumbent works on uneven and/or slippery surfaces and is periodically exposed to hazardous conditions/situations.

## Physical Requirements

- The incumbent is frequently required to run, swim, paddle, and walk long distances; stand and sit for long periods; climb or balance; stoop, kneel, bend, crouch or crawl; reach with hands and arms; talk and hear both in person from close and long distances and by phone or radio; use hands to finger, handle, feel or operate lifesaving equipment. The incumbent will also have to do some lifting, pushing, and pulling of persons or equipment. The incumbent must be able to deal effectively with members of the public in a courteous and respectful manner. The incumbent may be interrupted frequently to meet the needs and requests of residents. The incumbent may find the environment to be busy, noisy, and sometimes chaotic, and will need excellent organizational and time and stress management skills to keep activities and events on track and accomplish required tasks in a timely and effective manner. The incumbent must be prepared to deal with injuries, accidents, and emergencies as a result of facility use.

## Hours of work

- The hours of work are flexed to meet operational needs;
- Day, evening, and weekend work is required.

## Certification and Approval

### Employee and Supervisor Certification

I certify that I have read and understand the duties and responsibilities assigned to this position.  _____ Employee signature  _____ Printed Name  _____ Date	I certify that this job description is an accurate description of the duties and responsibilities assigned to the position.  _____ Supervisor's Signature  _____ Printed name  _____ Date
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Approved By:	
Date Approved:	
Updated:	