

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

Position Title: Head Lifeguard/Instructor

Department: Recreation

Report to Title: Recreation Services Manager – Programming

Revision Date: January 2018

Position Details:

Position Status: Part Time

Normal Work Period: Mid-May – Early September

Normal Workweek: 30-40 hours (weekdays & weekends)

Normal Workday: Varies (mornings, afternoon & evenings)

Pay Method: Hourly (direct deposit, bi-weekly)

Scope of Position:

To oversee the entire aquatics operation of the Palmerston or Harriston Pool for 2018

Primary Responsibilities:

- a) Supervise aquatic program staff (instructor guards & volunteers)
- b) Ensure the safe and efficient operation of the aquatics programs and services
- c) Ensure the aquatic facility is run in a professional manner
- d) Prepare a year-end report
- e) Health and Safety
- f) Other duties as assigned by the Recreation Services Manager or Lead Hand

Specific Responsibilities:

A-Supervise Aquatic Program Staff (Instructor Guards & Volunteers)

1. Develop staff schedule for the entire season
2. Assign staff rotation for public swims where required
3. Develop swim lesson instruction schedule
4. Train, supervise and regulate lifeguards and instructors as per instructions
5. Evaluate Lifeguard's lesson plans where required
6. Collect test sheets from the staff on the final lesson and submit to Municipal Office
7. Attend and facilitate staff meetings and training sessions (weekly)
8. Ensure that all aquatic qualifications remain current
9. Evaluate staff at mid-season and at the end of the season
10. Available on short notice, submit time off requests in advance

B-Ensure the Safe and Efficient Operation of the Aquatics Programs and Services

1. Plan and participate in pre-opening, in-pool NLS/WSI recertification training day.
2. Market and promote aquatics programs (i.e. signage, school visits)
3. Plan and prepare for all aquatics programs for the season
 - i) Swim Lessons, Bronze Programs
 - ii) Various Aqua Fitness classes
 - iii) Other Specialty programs
 - iv) Swim Team
4. Plan and prepare for all special events for the season
 - i) Swim Meet and Splash Pad Bash (Palmerston)
 - ii) Theme Days
5. Create lesson plans for all aquatics programs
6. Assist Recreation Department staff in preparing the pool for the upcoming season
7. Ensure all daily pool opening and closing procedures are being completed
8. Practice and memorize all safety and rescue procedures
9. Is responsible to be a back-up and take charge of any emergency situations
10. Review all training schedules evaluations, lesson plans, and staff schedules with Recreation Services Manager

C-Ensure the Aquatic Facility is Run in a Professional Manner

1. Ensure Town of Minto's Aquatics Policy Manual is being adhered to at all times
2. Ensure the Health Unit Admission Standard is being adhered to at all times
3. Attend Health Unit inspections when possible
4. Ensure all provisions of Ontario Public Pools Regulation (OPPR) are being met
5. Maintain proper pool records in accordance with OPPR
6. Complete incident forms and paperwork if required
7. Consult with Recreation Services Manager regarding suspension of unruly patrons
8. Notify Recreation Services Manager of any pool closures or pool fouling
9. Perform administrative duties such incident reports, pay sheets, program evaluations, balance of daily cash receipts and deposits
10. Perform maintenance duties for pool operation such as deck sweeping, cleaning of change rooms and office, pool tests. pool tests, vacuuming and pool temperature readings, filter pressure and gauge readings
11. Add make-up water daily
12. Add chemicals as requested by Facility Manager
13. Keep track of equipment and chemical supplies
14. Wear proper Town of Minto uniforms while on duty
15. Report to work 15 minutes before the start of your scheduled shift
16. Spend within allocated budget for office, cleaning and program supplies
17. Assist with general and specific inquiries by patrons and/or patrons guardians
18. Be a positive representative of the Town of Minto at all times

D-Prepare a Year-End Report

Summarization of the season with recommendations for the next season

Review Job Description and Policy and Procedures Manual with Recreation Services Manager

E-Health and Safety:

1. Work and act in a way that will not cause personal injury or harm to anyone else
2. Ensure staff work in a way that will not cause personal injury or harm to anyone else
3. Complete the Town of Minto's Health and Safety training for new and young workers including but not limited to safety awareness training, work refusal and WHMIS
4. Familiarization with all contents of the Health and Safety Bulletin Board
5. Participate in ongoing staff training sessions
6. Ensures work site is maintained in a clean and safe manner

Qualifications:

1. Minimum of 17 years of age
2. 1 year working for the Town of Minto in an Aquatic role
3. Current Red Cross / LSS Instructor
4. Current National Lifeguard Service (NLS)
5. Current Standard First Aid & CPR C
6. Current Criminal Record check

Key Skills:

1. Excellent oral and written communication skills
2. Ability to motivate and lead others in a positive way
3. Hold an excellent understanding of all Red Cross and LSS programming
4. Time management skills, Self-motivated, Customer service oriented