

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

Position Title:	Lifeguard/Instructor
Department:	Recreation
Report to Title:	Head Lifeguard
Revision Date:	January 2018

Position Details:

Position Status	Part Time
Normal Work Period:	Mid-June – Early September
Normal Workweek:	25-40 hours (weekdays & weekends)
Normal Workday:	Varies (mornings, afternoon & evenings)
Pay Method:	Hourly (direct deposit, bi-weekly)

Scope of Position:

To carry out the aquatic operations at the Palmerston and/or Harriston Pool for 2018

Primary Responsibilities:

- a) Ensure the safe and efficient operation of the aquatics programs and services
- b) Ensure the aquatic facility is run in a professional manner
- c) Health and Safety
- d) Other duties as assigned by the Head Lifeguard

Specific Responsibilities:

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

1. Attend and participate in pre-opening, in-pool NLS/WSI recertification training day
2. Create lesson plans for all aquatics programs
3. Assist Head Lifeguard with special events planning and execution
4. Ensure all daily pool opening and closing procedures are being completed
5. Lifeguard public and private pool functions
6. Ensure all aquatic qualifications remain current
7. Practice and memorize all safety and rescue procedures
8. Attend all staff meetings and training sessions
9. Available on short notice, submit time off requests in advance

B-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. Ensure all provisions of Ontario Public Pools Regulation (Reg. 565) are being met
4. Complete incident forms and paperwork if required
5. Notify Head Lifeguard of any pool closures or pool fouling

6. Perform administrative duties such incident reports, pay sheets, program evaluations, balance of daily cash receipts and deposits
7. Perform maintenance duties for pool operation such as deck sweeping, cleaning of change rooms and office, pool tests, vacuuming and pool temperature readings
8. Add make-up water daily
9. Add chemicals as requested by Lead Hand
10. Wear proper Town of Minto uniforms while on duty
11. Report to work 15 minutes before the start of your scheduled shift
12. Assist with general inquiries by patrons and/or patrons guardians
13. Be a positive representative of the Town of Minto at all times

C-Health and Safety:

1. Work and act in a way that will not cause personal injury or harm to anyone else
2. 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
3. Familiarization with all contents of the Health and Safety Bulletin Board
4. Participate in ongoing staff training sessions

Qualifications:

1. Minimum of 16 years of age
2. Current Red Cross Instructor
3. Current National Lifeguard Service (NLS)
4. Current Standard First Aid & CPR C
5. Current Criminal Record check

Key Skills:

1. LSS Instructor
2. Excellent oral and written communication skills
3. Ability to work in a team environment
4. Hold an excellent understanding of all Red Cross and LSS programming
5. Previous instructing and lifeguarding experience
6. Customer service oriented