



TOWNSHIP OF ZORRA POSITION DESCRIPTION

POSITION TITLE: Pool Lifeguard/Instructor

DEPARTMENT: Recreation & Facilities

TITLE OF IMMEDIATE SUPERVISOR:

Pool Supervisor and/or Recreation & Facilities Program Coordinator

STATUS/HOURS OF WORK:

This position is seasonal, part-time/casual. Hours will vary from 25-40 hours per week and are based on the needs of the pool schedule, which include days, evenings and weekend shifts. Employment term will run from mid-June to Labour Day weekend.

PURPOSE OF POSITION:

To provide a high level of standard as it pertains to the aquatic operations of Thamesford Area Swimming Pool. This position is responsible for maintaining a safe aquatic environment through accident prevention and emergency response in addition to developing and delivering level-appropriate lessons to provide a creative and enjoyable experience for our participants.

RESPONSIBILITIES:

The following outlines the general duties and responsibilities for this position. Other related duties may be required as necessary or as assigned.

Guarding and Instructor Duties

- Maintain a safe facility according to the current provincial regulations and corporate policies and procedures.
- Monitor patrons within the pool area, including the deck, change rooms and common areas.
- Deliver water safety instruction to patrons according to the Red Cross Swimming Program and maintain records of student progress during lesson sessions.
- Respond appropriately, according to National Lifeguard Service training, in emergency situations and provide first aid when necessary.
- Communicate with fellow instructor/guards regarding general pool operations and any incidents that occur.
- Assist fellow instructor/guards with problem solving when behavioral issues arise
- Ensure patron activities reflect the rules and regulations as laid out in the Pool Policies and Procedures. Communicate with patrons to problem solve and to educate on facility procedures
- Communicate with parents/guardians when necessary. Respond to inquiries and complaints promptly and professionally at all times.
- Attend staff meetings and training as required
- Adhere to the Occupational Health and Safety Act, all applicable regulations, department health and safety policies, facility policies and procedures, work instructions and corporate Code of Conduct.

Administrative Duties

- Accept payment for pool programs and daily swim fees and provide general services at the Front Desk.
- Answer phone calls and record messages as needed
- Write up progress cards for swimming students at the end of each session

Maintenance Duties

- Monitor and maintain pool chemical levels
- Complete hourly, daily and weekly reports on pool maintenance as prescribed by the Board of Public Health and facility procedures.
- Ensure pool deck is clean and clear of any harmful objects or products and all pool equipment is safe for use
- Complete daily and weekly cleaning tasks in the pool such as vacuuming, skimming and tile maintenance to the standards as set by the Pool Supervisor
- Clean and sanitize all areas of buildings, including change rooms and bathrooms to standards as set by the Pool Supervisor.
- General landscaping and weeding as required on the pool deck and within the viewing area.
- Additional responsibilities during pool opening may be assigned and can include painting, landscaping and more intensive cleaning.

WORKING CONDITIONS:

Duties are often performed in less than ideal working conditions, heat and cold are hazards of the job. This is an outdoor facility and offers potential exposure to variable and adverse weather conditions. Slips and falls are very common and must take every precaution possible when such hazards are present. Exposure to chemicals, fumes and odors exist during the course of your pool maintenance responsibilities.

WORKING RELATIONSHIPS:**Internal:**

Regular communications with Pool Supervisor, Pool Staff, Recreation & Facilities Program Coordinator, Facilities Manager and any additional Recreation Staff or Volunteers.

External:

Regular contact with Patrons, Parents/Guardians and Community Members.

IMPACT OF ERROR:

Errors in operations or failure to follow standard operating procedures at the Pool could result in serious injury or death.

CONTROL

Authority to supervise the operation of the pool in accordance with direction from the Pool Supervisor

KNOWLEDGE AND SKILL

- Knowledge of general pool operations and safety is an asset.
- Thorough understanding of all Red Cross and Lifesaving programming and training is a must.
- Staff will demonstrate good interpersonal skills and the ability to work in a team environment.
- Customer Service skills and knowledge along with excellent oral and written communication is required.
- This position requires a high level of physical ability.
- Previous experience or exposure to swim instruction and lifeguarding an asset.

QUALIFICATION REQUIREMENTS:

- Current Certification in First Aid and C.P.R.
 - National Lifeguard Service Certification (Pool)
 - Red Cross Water Safety Instructor
 - Standard First Aid with CPR-C and AED
 - Current Police Record Check (Vulnerable Sector)
- *the above requirements must be completed prior to your first shift at the pool.*

UNIFORM REQUIREMENTS:

Staff will be required to provide their own swimsuits. Additional clothing to be worn while lifeguarding will be provided by the Township of Zorra.

APPLICATION PROCEDURE:

Please submit your resume to:

Stephanie Starchuck
Recreation and Facilities Program Coordinator
Township of Zorra
274620 27th Line, PO Box 306
Ingersoll, ON, N5C 3K5
sstarchuck@zorra.on.ca

Only successful candidates will be contacted for an interview.