

## **Head Lifeguard Job Description**

**Job Title:** Head Lifeguard

**Department:** Community Services/Aquatic

**Reports To:** Aquatic Coordinator

### **Position Summary**

Reporting directly to the Aquatic Coordinator, the Head Lifeguard is responsible for the daily supervision of all lifeguarding employees. This position is accountable for providing good public relations with patrons, quality instruction, provide water chemistry readings and to oversee aquatic equipment and ensure that policy and procedures are being enforced. The Head Lifeguard will assist the Aquatic Coordinator with training, in-service, and employee scheduling. This position is responsible for preventing injuries through public education, providing first aid and completing maintenance tasks, administration tasks, and other duties as required.

### **Responsibilities**

- Provide instruction to all lifeguards as required.
- Ensure that all staff under your supervision are kept busy during their work hours with lesson plans, lifeguarding, maintenance and special projects.
- Prevent injuries by providing public education and responds appropriately when first aid treatment and/or emergency response is required.
- Enforce all government and City policies to maintain a high level of compliance of health and safety for pool patrons and to promote all water safe practices.
- Make recommendations to Aquatic Coordinator for in-service training, lifeguarding and instructor training.
- Assist with evaluating staff performance and providing feedback to Aquatics Coordinator regarding probation and annual performance reviews.
- Maintain good public relations with patrons, organizations and employees.
- Ensure that water chemistry readings are taken as scheduled and that chemical feeders are properly adjusted to ensure the Manluk Centre is clean and safe for patrons.
- Promote all government and City policies to create an awareness and consistency of procedures.
- Ensure that all staff find a substitute for themselves if they are unable to report for work.
- Complete jobs assigned by the Aquatics Coordinator
- Able to present information verbally in a group and provide individual feedback for coaching and mentoring new employees.

### **Qualifications**

- Diploma in a related field or an equivalent combination of education and experience.
- A minimum of 3 years of pool related experience and knowledge of pool operations.
- Strong interpersonal communication and supervisory and coaching skills
- Experience in teaching new lifeguards.
- Aquatic experience and Aqua-Aerobic fitness certification would be an asset, will train suitable candidates.
- Experience in promoting positive internal and external customer relations.
- Able to provide some training and in-service sessions.
- Able to work evenings and weekends as required
- MS Office and scheduling software

**Education and certifications**

- WHMIS Certificate and Training
- National Lifeguard (NL)
- Aquatic Emergency Care (AEC) and/or Standard First Aid (SFA) with CPR Level C & AED
- Aqua Fitness Training
- Pool Operator Level 1

**Working Conditions:** This position requires prolonged periods of sitting or standing and walking. Extensive contact with the public both verbally, and written is required.

**Close Date: Until filled**

Please forward your resume to:

Sara Heck

Aquatic Coordinator

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