



Town of Rocky Mountain House

POSITION DESCRIPTION FOR:

Junior Lifeguard

Department:	Recreation and Community Services	Effective Date:	January 27, 2022
Reports To:	Aquatic Centre Manager		

General Accountability:

The Junior Lifeguard is responsible to provide good public relations, quality instruction, assist in water chemistry readings, cash register and janitorial duties. Must be available evenings and weekends.

Core Duties:

- To ensure that the facility is maintained in a safe and clean manner.
- To deal courteously and compassionately with the public.
- Maintain a good public image.
- Use proper lifeguarding techniques.
- Attend all in-service sessions, staff meetings, and maintain a high personal fitness and skill level in aquatics, rescue and first aid.
- Proper, polite enforcement of all pool rules and policies (See Aquatics Manual)
- Use proper lifeguarding techniques according to the Lifesaving Society and Aquatics Manual
- Work as a team, "Together and Cooperatively."
- Maintain high standard of instruction according to the Lifesaving Society criteria
- Write up clear lesson plans.
- Fill out activity sheets, worksheets, report cards and attendance sheets and ensure proper evaluation standards
- Keep lesson plans and materials at the pool and accessible to Senior staff
- Take water chemistry readings as assigned by your supervisor. No chemistry or mechanical adjustments are to be made except under direct supervision of the Manager or Head guard.
- Carry out various facility related projects and jobs as assigned by your supervisor.
- Cash Register: carry out proper procedures for checking in patrons, taking lesson registrations, selling passes and pool merchandise.
- Ensure cleanliness of the pool facility including changerooms, washrooms, and all other public and staff areas.

Support to others

- Works closely with Aquatic Centre Staff.

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting as required.

- Review the Emergency Procedure binder on a regular basis and know your role in emergency situations.

Reports To:

- Aquatic manager
- Head Lifeguard
- Senior Lifeguard

Minimal Qualifications:

- 16 years of age
- Alberta government approved Standard First Aid
- C.P.R. and AED
- Lifesaving Society National Lifeguard certification
- Lifesaving Society Swim and Lifesaving Instructor certification
- WHIMIS and OH&S training

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- Town of Rocky Mountain House Bylaws
- Written and/or oral directives received from the C.A.O
- Town of Rocky Mountain House Policies and Procedures
- Aquatics Manual

Contacts:

The Junior Lifeguard will frequently have contact with the following:

- General Public
- Town of Rocky Mountain House staff
- Town of Rocky Mountain House organizations

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are;

- The Junior Lifeguard works closely with the Aquatic Centre staff and may work with other Recreation and Community Services Department staff.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Bending & twisting motions
- Lifting up to 50 lb
- Being on your feet for long periods of time

CAO Approval



Date: 01/27/22

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of the Junior Lifeguard. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____