



## **Town of Rocky Mountain House**

### **POSITION DESCRIPTION FOR:**

### **Senior Lifeguard**

<b>Department:</b>	Recreation and Community Services	<b>Effective Date:</b>	January 27, 2022
<b>Reports To:</b>	Aquatics Manager		

#### **General Accountability:**

The Senior Lifeguard position is responsible to provide good public relations, lifeguarding, quality instruction, water chemistry readings, procedures of cash register and janitorial duties.

#### **Core Duties:**

- To ensure that the facility is maintained in a safe and clean manner.
- To deal courteously and compassionately with the public.
- To lead and mentor cashiers and Jr lifeguards.
- Maintain a good public image.
- Use proper lifeguarding techniques.
- Attend 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 and ensure Jr guards are doing the same
- Work as a team, "Together and Cooperatively."
- Maintain high standard of instruction according to the Lifesaving Society criteria
- Write up clear lesson plans and mentor new instructors.
- 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 Sr staff.
- Take water chemistry reading as assigned by your supervisor. Make chemistry or mechanical adjustments only as trained and directed by Head guard or Manager.
- Carry out various facility related projects and jobs as assigned by your supervisor.
- Cash Register: carry out proper procedures for checking in patrons, taking registrations, selling passes and pool merchandise.
- Ensure cleanliness of the pool facility including changerooms, washrooms, and all other public and staff areas.
- Be familiar with opening and closing procedures and open or close the facility as required.

#### **Support to others**

- Works closely with the 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.

**Reports To:**

- Aquatic Manager
- Head Lifeguard

**Minimal Qualifications:**

- Must be 18 years of age
- Minimum of 3 months experience working at the Rocky Mountain House pool or equivalent experience
- Must conduct a one-hour staff training in-service
- Lifesaving Society National Lifeguard and Swim & Lifesaving Instructor Certifications.
- Aquatic Emergency Care or other Alberta government approved workplace Standard First Aid and CPR/AED
- WHIMIS and OH&S training
- Experience as a Jr. lifeguard and Lifesaving Society swim instructor
- Cash experience

**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 Senior Lifeguard will frequently have contact with the following:

- General Public
- Town of Rocky Mountain House staff

**Environment:**

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

- The Senior Lifeguard works closely with the Recreation and Community Services Department.
- 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:

- Being seated for long periods of time
- 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 Senior Lifeguard. This description will form the basis for my classification level and the basis for my performance evaluation.**

**Employees Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_