



Town of Rocky Mountain House

POSITION DESCRIPTION FOR: Senior Lifeguard

Department:	Recreation and Community Services	Effective Date:	June 2, 2021
Reports To:	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 matter.
- To deal courteously and compassionately with the public.
- To enforce pool rules and regulations.
- 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 Rules & Policies Manual).
- While guarding, stay alert. No sitting or leaning on walls. Keep conversation polite, brief and ensure proper scanning techniques of pools at all times.
- Work as a team, "Together and Cooperatively."
- Maintain a high quality of active and wet instruction. Maximize "in-water" time.
- 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.
- Ensure proper evaluation standards.
- 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.
- May be required to 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
- National Lifeguard, Swim & Lifesaving Instructor Certifications.
- Red Cross Water Safety Instructor certification is an asset.
- Aquatic Emergency Care or other workplace approved Standard First Aid and CPR/AED
- WHIMIS and OH&S training
- Jr. lifeguard experience
- 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.

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: _____

