



JOB DESCRIPTION

Aquatics Lifeguard/Instructor III

Department	Community Services - Aquatics	Reports To	Aquatics Manager
Directly Supervises	N/A		
Indirectly Supervises	Lifeguards, Instructor, Support Staff		
Union	CUPE 2403		

POSITION SUMMARY:

Under the general supervision of the Aquatics Manager, or designate, the Aquatic Lifeguard/Instructor III is responsible for assisting in the general operation of the aquatic facility. The Lifeguard/Instructor III will be a senior leader and support the Aquatic Supervisor in shift coverage, training, procedures, and ensuring standards are met while on and off the deck with staff. The Aquatic Lifeguard/Instructor III will also ensure program quality in keeping with accepted standards and maintenance, and will have supervisory duties towards lifeguards, instructors, and support personnel.

KEY DUTIES PERFORMED:

In addition to lifeguard and instructor duties, the Aquatics Lifeguard/Instructor III:

1. Assists Aquatics Manager in the operation of the Aquatic Centre.
2. Provides lifeguarding and instruction.
3. Supervises swimming pool staff including shift scheduling coverage, training development and delivery, providing input in expectations and evaluations within fiscal parameters.
4. Attends leadership meetings.
5. Assists in new program ideas and ensures that existing programs function efficiently.
6. Ensures that all staff members are familiar with operational guidelines and emergency procedures.
7. Maintains established records and provides facility reports as required.
8. Performs weekly and special maintenance duties as assigned.
9. Must have good working knowledge of all aquatic programs.
10. Ensures that all necessary equipment is in good working order and ready for immediate or emergency use.
11. May be called to assist front desk staff.
12. Monitors, performs maintenance (backwashes) and records pool chemistry when necessary.
13. Maintains good housekeeping in all areas.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Current National Lifeguard Award (Pool Option).
2. Current Swim for Life Instructor Certification.
3. Current Standard First Aid
4. Current Lifesaving Instructor Certification.
5. Minimum two of the following certificates (must be current):
 - National Lifeguard Instructor Certification.
 - First Aid Instructor Certification.

- Lifesaving Trainer.
- 6. Pool Operator Certification Level II.
- 7. Current Aquatic Fitness Instructor Certification from a recognized organization.
- 8. Works with Aquatic Supervisor to purchase and maintain inventory of program supplies.
- 9. Assist the Aquatic Supervisor with the recruitment process.
- 10. Completion of Grade 12, or an equivalent combination of education and experience.
- 11. ONE (1) year experience in a leadership role at an aquatic facility.
- 12. Three (3) years' experience as a lifeguard/instructor.
- 13. Knowledge of Provincial Swimming Pool Regulation, Provincial Health, WCB OH&S programs.
- 14. Strong computer skills sufficient to obtain information from the municipal system and run stand-alone word processing, database, spreadsheet, and communications applications.
- 15. Compliance with and approval of Security/Reliability Clearance and Criminal Record Search (including Vulnerable Sector).
- 16. The ability to perform all the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, and Violence in the Workplace policies and W.C.B. Regulations (i.e. WHMIS).

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Other safety or teaching certifications as they relate to this position.
2. Supervisory Skills Certification, or Aquatic Supervisor Training Certification.
3. Diploma or Degree in Recreation Management or related field.

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.