TOWN OF Westlock

Employment Opportunity
Junior Lifeguard - Casual

The Town is seeking energetic, dynamic individuals for the position of Junior Lifeguard - Casual. The successful candidate will be strongly devoted to providing a safe, enjoyable, and positive environment at the Westlock Aquatic Centre for the Town of Westlock and surrounding community. Responsibilities include:

- Maintaining standards for instruction for lessons and lifeguard skills
- Administering first aid and providing emergency care as needed
- Maintaining a safe aquatic environment and facility
- Understanding and following facility policies and procedures to ensure a clean, safe and healthy environment
- Understanding and following all emergency procedures
- Participating in in-services to ensure appropriate emergency response and follow up
- Assisting in daily operations and maintenance of the pool
- Performing assigned duties relevant to the position
- Ability to work individually and as a team member

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

As a key player in our team, you will have the following qualifications:

- Current Lifesaving/Swim Instructor Certification (or willing to obtain)
- Current National Lifeguard Award
- Current Intermediate First Aid
- Minimum 16 years of age

The Town of Westlock offers a competitive salary. The wage rate is per the current CUPE Local 3047 Agreement with the starting rate at $19.26 per hour. The successful candidate must become a member of the Union. A Criminal Record Check complete with vulnerable sector check will be required prior to commencement of employment.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780-349-4444
Fax: 780-349-4436
Email: employment@westlock.ca

Town of Westlock

Department: ***Community Services – Aquatics***
Position: **JUNIOR LIFEGUARD-INSTRUCTOR**

Mission:
As a member of the Town of Westlock Team- to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The lifeguard/instructor plans and prepares for swimming lessons, instructs students at their appropriate level in accordance with guidelines set out by Lifesaving Society and provides feedback to participants and/or parents with recommendations for improvements. He/she also performs lifeguard duties and participates in meetings and in-service training.

Position reports to:
The Aquatic Supervisor and the Director of Community Services.

The following job description is to be reviewed periodically.

General Duties

1) Maintains standards for instruction for lessons/lifeguard skills.
2) Administers first aid and provides emergency care as provided, maintaining a safe aquatic environment and facility.
3) Understand and follow Facility Policies and Procedures to ensure a clean, safe and healthy environment.
4) Understand and follow all Emergency Procedures, participate in in-services to ensure appropriate emergency response and follow up.
5) Assist in daily operations and maintenance of the pool.
6) Perform the assigned duties relevant to the job.

Communication/Public

1) Provide and promote a safe and enjoyable aquatic experience through effective lifeguarding and customer service
2) Conduct oneself in a professional manner to the public and use effective and appropriate communications
3) Responds to supervisor's direction and asks for clarification when needed.
4) Being a respectful ambassador of the Town.

Responsibilities

1) To be prepared to begin the shift on time.
2) To ensure that awards are current and knowledge is up to date.
3) Understand and follow the Safety Policies as set out in accordance with the Town Policies eg: Personal protective equipment.
4) Ability to work as a team player and communicates with management staff.

Qualifications

1) CURRENT LIFESAVING SWIM INSTRUCTOR/EXAMINER CERTIFICATION
2) CURRENT NATIONAL LIFEGUARD SERVICE AWARD
3) CURRENT INTERMEDIATE FIRST AID/CPR C
4) BRONZE CROSS
5) MINIMUM 16 YEARS OF AGE

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature	Date
Department Manager Signature	Date