



## Town of South Bruce Peninsula

### Swim Instructor/Lifeguard

#### Position Description

Reports to: Aquatic Supervisor Status: Seasonal  
Last Revised: February 1, 2021 Hours: up to 40 per week

#### Summary of Duties

Reporting to the Aquatic Supervisor, the Swim Instructor/Lifeguard's responsibilities include instructing according to level and program affiliation at the Wiaraton Pool; communicating problems and progress to parents/guardians; ensure safety of swimmers during lesson times; administrative, maintenance and lifeguarding duties. There is opportunity for pre and post-season maintenance and administration duties.

#### Qualifications

- Current certification in: National Lifeguard Certification (NLS); Lifesaving Society Swim Instructor; Emergency First Aid and CPR C'; AED
- Advanced Instructor Training or Aquafit certification would be an asset.
- Must have the ability to apply knowledge and training in safety prevention of accidents and in First Aid rescue situations as needed: teaching or lifeguarding
- Must have strong customer service skills. Required to be tactful when dealing with customers
- Good public relations and communication skills, both oral and written
- Excellent organizational and time and stress management skills
- All staff (new and returning) must complete their Health & Safety and other mandatory training prior to their start date

#### Responsibilities

- Provides support, responds to emergency and behavioural occurrences following prescribed policy and procedures.
- Act as a substitute when needed to ensure a safe and effective swimming environment.
- Lifeguard the pool and teach swimming lessons in a positive and professional manner
- Ensure that swimmers are well supervised in the pool and on decks.
- Maintain a good working relationship with staff members, maintenance personnel, administrative personnel, and pool patrons.
- Enforce pool rules consistently, tactfully and promptly
- Handle concerns and maintain a positive image with the public
- Assist in the maintenance of the aesthetics of the pool area including vacuuming

pool, sweeping, and cleaning of changerooms, washrooms and staff room, tidying toys and lifejackets off of pool deck, maintaining lost & found.

- Assist with pre- and post-season maintenance.
- Assist in the opening and closing of the pool including setting up/taking down umbrellas, unlocking/locking side gate and toy box, ensuring all pool equipment is stored safely and securely.
- Responsible for front desk cash handling and recording all monetary transactions on payment for swims and preparing deposits and depositing at Town Hall daily
- Keep track of patrons to ensure the maximum load of the pool is not exceeded.
- Responsible for measuring the chlorine and Ph levels of the pool.
- Other duties as deemed necessary or as required.

### **Working Conditions**

- Works in presence of users of all ages, and has a relatively high public profile
- Deals with a high volume of varied tasks; constant changes of priority
- Constant attention to customer service demeanor required
- High level of initiative required
- Weekdays, weekends, evening and shift work required
- Works outdoors being exposed to extreme weather conditions including wet, humid conditions, intense sun exposure and cold, windy conditions
- May be exposed to pool chemicals such as chlorine, Muriatic acid, hydrochloric acid, soda ash and testing reagents.
- The noise level in the work environment can be loud in the pool and surrounding area as determined by the number of participants
- Ability to perform strenuous physical tasks necessary for a water rescue
- Ability to continuously scan all areas of the pool with clear vision