

DISTRICT OF PORT HARDY RECREATION DEPARTMENT

JOB DESCRIPTION – LIFEGUARD/INSTRUCTORS

(Effective January 1, 2010)

DESCRIPTION

Under the supervision of the Head Lifeguard/Instructor/Aquatic Coordinator, an employee in this position performs a variety of general and specific duties to ensure the safety, protection, instruction, and enjoyment of those engaged in activities in or out of the water at the Port Hardy Aquatic Centre. Involves responsibility for supervision and control of activities, safety standards in accordance with prescribed standards, and maintenance of appropriate standards of safety, cleanliness and hygiene of the facility, equipment, staff and public.

EXAMPLES OF DUTIES PERFORMED

1. Acts as a lifeguard.
2. Promotes and practices good relationships with interest groups and the public, and assists with special events.
3. Ensures safety, hygiene and cleanliness standards and practices are maintained.
4. Monitors aquatic activities and ensures adherence to rules and safety regulation, including crowd control, regulation of attendance, etc.
5. Conducts basic water tests.
6. Performs minor maintenance tasks.
7. Inspects pool for public safety and performs custodial duties as required.
8. Supervises issuance, use, care, and maintenance of aquatic supplies and equipment including first aid and safety supplies.
9. Administers first aid and/or resuscitation as required.
10. Assists in emergency procedures as required.
11. Registers applicants for aquatic programs.
12. Other related duties as may be assigned from time to time.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Thorough knowledge of all aspects of water safety, first aid, and in the safe operations of pool chlorination and filtration equipment.
2. Ability to exercise courtesy, tact, and diplomacy and some persuasion when handling complaints and enquiries from the general public.
3. The ability to maintain harmonious relationships with any and all facility patrons and other staff members.
4. Physical ability and agility to complete duties requiring physical effort.
5. Ability to work in an independent and responsible manner with a minimum of supervision.

QUALIFICATIONS

LIFEGUARD 1:

- Bronze Cross
- Standard First Aid and C.P.R. "C" with AED

LIFEGUARD 2:

- N.L.S.
- Standard First Aid and C.P.R. "C" with AED

LIFEGUARD/INSTRUCTOR 1:

- N.L.S.
- Standard First Aid with C.P.R. "C" and AED
- Water Safety Instructor

LIFEGUARD/INSTRUCTOR 2:

- N.L.S.
- Standard First Aid and C.P.R. "C" with AED
- Water Safety Instructor
- Life Saving Instructor