



Head Lifeguard/Instructor

CUPE Local 401 Internal/External Posting

Port Hardy Recreation is accepting **internal and external applications** for the permanent, **full-time position of Head Lifeguard/Instructor**. Under the supervision of the Recreation Office Coordinator, this position performs highly skilled lifeguarding, instructional and supervisory work of a relatively complex nature. Work involves the provision of moderate supervision of lifeguards, moderate supervision of Recreation Clerks (formerly referred to as Cashiers) and overseeing all pool activities.

The District of Port Hardy is known as one of the best employers in the North Island for its investment in its employees, favourable work environment, equal opportunity, and work life balance. Join our dynamic team and 'Live the Adventure'!

Sample duties include but not limited to:

1. Assists the Recreation Office Coordinator in developing and promoting an overall swimming program.
2. Requests supplies, schedules staff, arranges sick coverage for staff, prepares accident reports, organizes special events, answers complaints, trains staff as required.
3. Lifeguards and instructs classes as approved by the Director of Recreation and Community Services.
4. Ensures high standards of cleanliness and maintenance of equipment in the facility.
5. Ensures that all relevant health and safety standards and District policies are maintained.
6. Performs routine cashier duties as required.
7. Performs related work as required.

Required Knowledge, Abilities, and Skills:

1. Thorough knowledge of all aspects of swimming techniques, swimming instructors, water safety, first aid, and the safe operations of pool chlorination and filtration equipment.
2. Ability to supervise pool staff.
3. Ability to exercise courtesy, tact, diplomacy and some persuasion when handling complaints and enquiries from the general public.
4. The ability to maintain records and prepare reports and other correspondence.
5. The ability to maintain harmonious relationships with any and all facility patrons and other staff members.
6. Physical ability and agility to complete duties requiring physical effort.

Preferred Training, Experience, Memberships Etc.:

1. Minimum of two (2) years lifeguarding and instructor experience
2. Red Cross Standard First Aid Certificate or equivalent
3. NLS Instructor, AEC Instructor, CPR Instructor, Lifesaving Instructor Trainer, and Red Cross Water Safety Instructor Training Award
4. Completion of Grade 12 education
5. Recreation courses specializing in the area of Administration Management, Marketing or Programming are helpful, but not required
6. Pool Operator Level II Certificate

Required Licences, Certificates, Etc.

- Must meet the Provincial Health Act requirements
- National Lifeguard Service Award
- Water Safety Instructor
- Life Saving Instructor
- CPR Award (Level "C" or Instructor)
- BCRPA Pool Operator's Level 1 Certificate or equivalent training and experience

Wage:

Head Lifeguard/Instructor \$24.64 (Jan 2023 rate)

Application Process:

For internal candidates: A letter of intent indicating interest in position via email or mail.

For external candidates: A cover letter and resume may be emailed, delivered, or mailed to:

Tanya Kaul, Director of Recreation & Community Services

District of Port Hardy
7400 Columbia Street
PO Box 68
Port Hardy, BC
V0N 2P0

Email: careers@porthardy.ca

Questions about posting?

For questions pertaining to this posting or any future Lifeguarding positions, please contact:

Melinda Dennison
Recreation Office Coordinator
Mobile: 250.949.0119
Email: melinda@porthardy.ca

Closing date: Until filled