

## MUNICIPALITY OF HURON EAST JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Lifeguard Instructor</b>
<b>Department:</b>	Community Services
<b>Reports to (Title)</b>	Aquatic Facility Supervisor
<b>Job Description last updated on (Date):</b>	<b>May 29, 2023</b>

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Part-time or Seasonal – Summer Position
Primary Work Location	Vanastra Recreation Centre or Brussels, Morris and Grey Community Centre
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	5-30 hours / week
Overtime Status (paid/unpaid/rate/after x# hours)	Paid after 44 hours/week
Benefits:	OMERS? YES Group Benefits? NO

### GENERAL DESCRIPTION (OVERVIEW) OF POSITION

The Lifeguard Instructor is responsible for the general supervision and safety of patrons of the aquatic facility by preventing and responding to emergencies. The Lifeguard Instructor also participates in the development and execution of aquatic fitness programs and lesson plans for swimming instruction for patrons of all abilities. The Lifeguard Instructor teaches

Key Responsibilities
<ul style="list-style-type: none"> <li>i. Ensure the overall safety of patrons using the facilities;</li> <li>ii. Ensure opening and closing procedures are completed;</li> <li>iii. Enforce pool rules to maintain a safe and enjoyable pool environment;</li> <li>iv. Respond to major and minor incidents during recreational swims and ensure proper documentation;</li> <li>v. Minimize and eliminate hazardous conditions in all areas;</li> <li>vi. Maintain the cleanliness of the pool and change rooms;</li> <li>vii. Conducts daily safety checks of play equipment, emergency first aid equipment and performs daily water tests;</li> <li>viii. Responsible for pool entrance including admission standards, money handling and record keeping;</li> <li>ix. Assist with special events at the pool;</li> <li>x. Lead group swimming lessons; evaluate participants' performance;</li> <li>xi. Maintain accurate records of lesson patrons performance and attendance;</li> </ul>

	communicate with participants and parents/guardians on participant progress;
xii.	Lead group aquatic fitness programs;
xiii.	Promote positive public relations and public image of the facility;
xiv.	Respond to inquiries and concerns from the public and pass information onto the Aquatic Facility Supervisor;
xv.	Plan, conduct, and implement safe and educational swimming lessons;
xvi.	Lead instruction according to prepared lesson plans while creating a fun, safe, and positive learning environment to participants of all ages;
xvii.	Complete report cards and worksheets when required;
xviii.	Performs other related duties as assigned.

## SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>				
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)</b>				
	<ul style="list-style-type: none"> <li>Must be 16 years of age or older</li> </ul>				
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>				
	<ul style="list-style-type: none"> <li>Current Bronze Cross or National Lifeguard Certification</li> <li>The Lifesaving Society Swim Instructor Course</li> <li>Standard First Aid with CPR</li> <li>Must have and maintain a clear Criminal Reference Check with Vulnerable Sector</li> </ul>				
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>				
	<ul style="list-style-type: none"> <li>Must be competent within the meaning of the Occupational Health &amp; Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality.</li> <li>Must ensure a high level of confidentiality, integrity and professionalism at all times.</li> </ul>				
<b>d)</b>	<b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Time Management</td><td style="width: 50%;">Work independently and with others.</td></tr> <tr> <td>Communication Skills</td><td>Organizational Skills</td></tr> </table>	Time Management	Work independently and with others.	Communication Skills	Organizational Skills
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Communication Skills	Organizational Skills				

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>
	<ul style="list-style-type: none"> <li>Decisions are of a simple nature. This position is not empowered to act without Managerial approval with respect to major/complex issues.</li> </ul>

<b>3.</b>	<b>Communication – written, verbal and interpersonal</b> a. Strong written, verbal and interpersonal skills
<b>a)</b>	<b>Internal contacts (council, managers, non management staff)</b> Managers, and non-management staff
<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b> General public
<b>Nature of the communication:</b>	
<ul style="list-style-type: none"> <li>• Basic communications</li> </ul>	

## **SECTION B: EFFORT**

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b> <ul style="list-style-type: none"> <li>• High level of concentration required at times</li> <li>• Some complexity to work, analysis and problem solving.</li> </ul>
<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b> <ul style="list-style-type: none"> <li>• Routine physical activities including standing, walking, bending, reaching, stretching, pushing, pulling and swimming</li> </ul>

## **SECTION C: RESPONSIBILITY**

<b>1.</b>	<b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b> <ul style="list-style-type: none"> <li>• Performance of duties has an immediate effect on the provision of programs/services.</li> <li>• Frequent contact with the public.</li> </ul>
<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b> <ul style="list-style-type: none"> <li>• Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health &amp; Safety, and Public Health.</li> </ul>
<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>

- Responsible for storage, maintenance, and inventory of materials, some hazardous, for the department
- Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.
- Uses small equipment safely

**4. Financial Resources – budgets, treasury, accounting and confidentiality**

- Works to keep operational costs within scope of Municipal budget

## **SECTION D: WORKING CONDITIONS**

**1. Physical surroundings and hazards**

- Works in a pleasant physical environment.
- Outdoor work causing exposure to inclement weather, and extreme temperatures
- Use of hazardous workplace materials, including chemical cleaning products and pool chemicals
- May be exposed to biohazardous materials, including bodily fluids, vomit, urine etc., requiring appropriate handling and disposal

**2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption**

- Frequent contact with the public;
- Normal deadline requirements.

## **SECTION E: APPROVAL**

**Employee Approval**

**I have reviewed the above job description and agree it is accurate and complete.**

Name	
Signature	
Date	

**Supervisor Approval**

**I have reviewed the above job description and agree it is accurate and complete.**

Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	