

**LIFEGUARD I**

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**EXEMPT:** No

**SALARY LEVEL:** Grid 2, Band 6

**LOCATION:** SCRD Aquatic Centres

**APPROVED BY:** Karen Preston

*Replaces: Lifeguard 1*

**DIVISION:** Recreation Services

**DEPARTMENT:** Community Services

**SUPERVISOR:** Aquatic Supervisor

**DATE:** Nov 2020

*DATE: Oct 2016*

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**SUMMARY:** Working within a community development philosophy, this position provides life-guarding services to the patrons of the SCRD Aquatic Recreation Centres; performs administrative and janitorial duties.

**KEY RESPONSIBILITIES** *include the following:*

1. To provide life-guarding services and to ensure the safety of the patrons and staff of the SCRD.
2. To perform janitorial duties to ensure the safety and cleanliness of the entire facility.
3. To perform administrative duties as required.
4. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following; other activities may be assigned:*

1. Performs lifeguard duties and provides emergency or first-aid assistance when required.
2. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.
3. Reads gauges and performs routine safety and maintenance checks on equipment.
4. Performs janitorial tasks in accordance with the daily and weekly checklists.
5. Provides information in response to concerns of the general public; educates patrons on pool safety rules.
6. Operates the cash register and processes transactions.

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Members of the general public
- Other Aquatic staff

**DECISION MAKING AUTHORITY** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor:*

- Decisions involved in safety, aquatic rescue situations and prevention of incidents
- Enforcing pool regulations and reporting violations of the pool regulations to the shift supervisor or Manager
- Secure handling of pool revenue
- Reporting maintenance/equipment issues to Aquatic Supervisor or Manager

**PROBLEM SOLVING RESPONSIBILITY:**

- Cause and effect thinking – safety of the general public and other staff
- Diagnosing of basic problems with the chemical balances of the pool/hot tub and the operation of equipment

**QUALIFICATION REQUIREMENTS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

**FORMAL EDUCATION AND TRAINING**

- Completion of Grade 9

*Current certifications as follows:*

- National Life Saving Award (Pool Option)
- CPR Basic Rescuer (within one year)
- First Aid training (Aquatic Emergency Care, Industrial First Aid and Red Cross or St. John’s Standard First Aid)
- WHMIS

*Preferred certifications:*

- Pool Operator,
- Red Cross Water Safety Instructor Award/Lifesaving Instructor Award,
- BCRPA Fitness Certification

**EXPERIENCE**

- Relevant experience *i.e. life-guarding, instructing, working with children/teens, leadership role in school/community, babysitting)*

**OTHER SKILLS/KNOWLEDGE**

- Ability to work effectively in a team environment

- Ability to communicate effectively with patrons, general public and other staff
- Knowledge of all applicable regulations including the BC Health Act and Red Cross and Lifesaving guidelines.
- Ability to read gauges and understand chemical readings

#### **CONDITIONS OF EMPLOYMENT**

- Satisfactory results from RCMP Criminal Records Check
- Available to work day, evening, weekend and before and after school shifts as required.

#### **MEASUREMENT DATA** *(to be used in combination with SCRD Core Competencies)*

- Maintains a high level of safety in life-guarding duties.
- Water quality, equipment and supplies maintained according to procedures.
- All areas kept clean and maintained in a safe condition.
- Maintains good relations with patrons and the public and responds to questions or complaints with tact and diplomacy.
- Maintains smooth harmonious relations with staff.

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **ADDITIONAL INFORMATION**

- May be required to work various shifts including evenings and weekends.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

**INSTRUCTOR GUARD**

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**EXEMPT:** No

**SALARY LEVEL:** Grid 2, Band 8

**LOCATION:** Sechelt/Gibsons

**APPROVED BY:** Karen Preston

*Replaces: Instructor Guard*

**DIVISION:** Recreation Services

**DEPARTMENT:** Community Services

**SUPERVISOR:** Aquatic Supervisor

**DATE:** Nov 2020

*DATE: Oct 2016*

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**SUMMARY:** Working within a community development philosophy, this position provides life-guarding services to the patrons of the Sunshine Coast regional District; leads and instructs groups and individuals in swimming and fitness programs; acts as senior shift lifeguard; performs janitorial and administrative duties.

**KEY RESPONSIBILITIES** *include the following:*

1. To act as supervising lifeguard and ensure the safety of patrons and staff and be responsible for the facility in the absence of the Manager or Aquatic Supervisor.
2. To ensure appropriate use of space and equipment, plan, co-ordinate and instruct quality, safe classes for patrons.
3. To perform maintenance and janitorial duties to ensure the cleanliness and safety of the entire facility.
4. To perform administrative duties as required.
5. To ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
6. To maintain up to date knowledge of the Workers Compensation Act and OHS Regulations applicable to the work being supervised; to comply with and promote safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *includes the following: other activities may be assigned:*

1. Performs lifeguard duties and provide emergency or first aid assistance when required.
2. Assembles supplies and equipment and instructs aquatic programs
3. Provides work direction to Lifeguard I & II in the absence of the Manager and Aquatic Supervisor.
4. Educate patrons on pool safety.

5. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.
6. Reads gauges and performs routine safety and maintenance checks on equipment in accordance with daily and weekly checklist.
7. Opens and closes facility, operates and balance the cash register, processes transactions, orders supplies and perform other duties related to the administration of the pool.
8. Plans, co-ordinates and delivers special events and programs such ProD days, holiday events, etc
9. Provides fitness and lifestyle awareness information to patrons.

**KEY RELATIONSHIPS:** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Members of the general public
- Other PHA&FC staff.

**DECISION MAKING AUTHORITY:** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Decisions involved in safety, aquatic rescue situations and prevention of incidents.
- Tailoring programs for the size and swim level of each class and their swim lessons.
- Decisions involved in the choice of music and movements for each fitness class
- Decisions involved in the overseeing of lifeguards
- Implementation of safety regulations and policies in day-to-day work.
- Secure handling of pool revenue
- Enforcing pool regulations and reporting violations to Manager or RCMP
- Reporting maintenance/equipment issues to Aquatic Supervisor or Manager

**PROBLEM SOLVING RESPONSIBILITY:**

- Cause and effect thinking – safety of the general public
- Resolve work related problems i.e. staff and patron
- Adjusts activities for participants in accordance with variety of individual fitness and swim levels or medical conditions
- Diagnosing and resolution of basic problems with the chemical balance of the pool or the operation of the equipment.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

**FORMAL EDUCATION AND TRAINING**

- Completion of Grade 10

*Current certifications as follows:*

- National Life Saving Award (Pool Option)
- Red Cross Water Safety Instructor Award
- Life Saving Instructor Award
- Pool Operator I
- CPR Basic Rescuer (within one year)
- First Aid training (Aquatic Emergency Care, Industrial First Aid, Red Cross or St. John Standard First Aid)
- WHMIS

*Preferred certifications:*

- Fitness Leadership, First Aid Instructor, Lifesaving Examiner & IT, Red Cross IT; Certification, Adapted Aquatics/Fitness Instructor

**EXPERIENCE**

- Experience in the provision of life-guarding services.
- Experience in planning, organizing and scheduling a variety of activities, preferably in a recreation setting.
- Experience in leadership/instructional activities such as coaching, volunteer programs, etc.

**OTHER SKILLS/KNOWLEDGE**

- Ability to plan, design and organize lesson plans for a variety of audiences
- Ability to work independently with a minimum of supervision.
- Ability to work effectively in a team environment, particularly in a team leader capacity.
- Ability to communicate effectively with patrons, general public and other staff.
- Knowledge of applicable regulations in the B.C Health Act and all Red Cross and Lifesaving guidelines
- Ability to read gauges and understand chemical readings and diagnose basic equipment malfunctions.

**CONDITIONS OF EMPLOYMENT**

- Satisfactory results from RCMP Criminal Records Check.
- Available to work day, evening and weekend shifts as required.

**MEASUREMENT DATA** *(to be used in combination with SCRD Core Competencies)*

- Maintains a high level of safety in life guarding duties.
- Promotes and maintains smooth, harmonious relations with staff; provides sound, safe work direction.
- Promotes and maintains good relations with the public and responds to questions or complaints with tact and diplomacy
- Compliance of staff with all Regional District policies, department procedures, and safety procedures
- Water quality, equipment and supplies maintained
- All areas kept clean and maintained in a safe condition
- Works with a minimum of supervision.

**SUPERVISORY RESPONSIBILITIES**

- None.

**ADDITIONAL INFORMATION**

- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

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**LIFEGUARD II**

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**EXEMPT:** No

**SALARY LEVEL:** Grid 2, Band 10

**LOCATION:** SCRD Aquatic Facilities

**APPROVED BY:** Karen Preston

**DIVISION:** Recreation Services

**DEPARTMENT:** Community Services

**SUPERVISOR:** Aquatic Supervisor

**DATE:** Nov 2020

*Replaces: Lifeguard II*

*Date: Oct 2016*

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**SUMMARY:** Working within a community development philosophy, this position provides life-guarding services to the patrons of the Sunshine Coast Regional District; acts as senior shift lifeguard; performs administrative and janitorial duties.

**KEY RESPONSIBILITIES** *include the following:*

1. To provide instruction and life-guarding and services and to ensure the safety of the patrons and staff of the SCRD.
2. To act as senior shift lifeguard, in the absence of Supervisor or Manager, to oversee duties of Lifeguard I and Instructor/Guard and be responsible for the facility.
3. To perform administrative duties as required.
4. To perform janitorial duties to ensure the safety and cleanliness of the entire facility.
5. To follow Sunshine Coast Regional District policies, Occupation Health and Safety policies and all applicable Workers' Compensation Board regulations.
6. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following; other activities may be assigned:*

1. Performs lifeguard duties and provides emergency or first-aid assistance when required.
2. Assembles supplies and equipment and instructs aquatic programs
3. Provides work direction to Lifeguard I's and Instructor/Guards such as assignment of tasks including but not limited to maintenance and administrative tasks and ensure that they are completed.
4. Provides information to patrons and the general public; educates patrons on pool safety.
5. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.



6. Reads gauges and performs routine safety and maintenance checks on equipment.
7. Performs janitorial tasks in accordance with the daily and weekly checklists.
8. Operates and balances the cash register and processes transactions.

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Members of the general public
- Other SCRD staff

**DECISION MAKING AUTHORITY** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor:*

- Decisions involved with the overseeing of Lifeguard I & Instructor/Guards
- Decisions involved in safety, aquatic rescue situation and prevention of incidents
- Enforcing pool regulations and reporting violations to Manager or RCMP
- Secure handling of pool revenue
- Reporting maintenance/equipment issues to Aquatic Supervisor

**PROBLEM SOLVING RESPONSIBILITY:**

- Cause and effect thinking – safety of the general public and other staff
- Resolving work related problems i.e. staff and patrons.
- Diagnosing & resolution of basic problems with the chemical balances of the pool/hot tub and the operation of equipment

**QUALIFICATION REQUIREMENTS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

**FORMAL EDUCATION AND TRAINING**

- Completion of Grade 12

*Current certifications as follows:*

- National Life Saving Award (Pool Option)
- CPR Level C (within one year)
- AED Provider
- First Aid training (Aquatic Emergency Care, Industrial First Aid and Red Cross or St. John's Standard First Aid)
- WHMIS

*Preferred certifications:*

- Pool Operator I,
- Red Cross Water Safety Instructor Award/Lifesaving Instructor Award,
- BCRPA Fitness Certification

**EXPERIENCE**

- Relevant experience *i.e. life-guarding, instructing, working with children/teens, leadership role in school/community, babysitting*
- Experience in providing life-guarding services to the public.

**OTHER SKILLS/KNOWLEDGE**

- Ability to work effectively in a team environment particularly in a team leader capacity.
- Ability to communicate effectively with the patrons, general public and other staff
- Ability to work independently with a minimum of supervision
- Knowledge of all applicable regulations including the BC Health Act and Red Cross and Lifesaving guidelines.
- Ability to read gauges and understand chemical readings and diagnose basic equipment malfunctions

**CONDITIONS OF EMPLOYMENT**

- Satisfactory results from RCMP Criminal Records Check
- Available to work days, evening, weekend and before and after school shifts as required

**MEASUREMENT DATA** *(to be used in combination with SCRD Core Competencies)*

- Maintains a high level of safety in life-guarding duties.
- Water quality, equipment and supplies maintained according to procedures.
- All areas kept clean and maintained in a safe condition.
- Maintains good relations with clients and the public and responds to questions or complaints with tact and diplomacy.
- Maintains smooth harmonious relations with staff and promotes sound, safe work direction.

**SUPERVISORY RESPONSIBILITIES**

- Provides work direction and shift supervision to Lifeguard I and Instructor/Guards in the absence of Supervisor or manager.

**ADDITIONAL INFORMATION**

- The incumbent is expected to support Corporate sustainability and workplace safety objectives