

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

Position Title:	Head Lifeguard/Instructor
Department:	Recreation
Report to Title:	Recreation & Marketing Coordinator – Programming Palmerston or Harriston Lead Hand – Maintenance
Revision Date:	January 2012

Position Details:

Position Status	Part Time
Normal Work Period:	Mid-May – Early September
Normal Workweek:	40 hours (weekdays & weekends)
Normal Workday:	Varies (mornings, afternoon & evenings)
Pay Method:	Hourly (direct deposit, bi-weekly)

Scope of Position:

To oversee the entire aquatics operation of the Palmerston or Harriston Pool for 2012

Primary Responsibilities:

- a) Supervise aquatic program staff (instructor guards & volunteers)
- b) Ensure the safe and efficient operation of the aquatics programs and services
- c) Ensure the aquatic facility is run in a professional manner
- d) Prepare a year-end report

Specific Responsibilities:

A-Supervise Aquatic Program Staff (Instructor Guards & Volunteers)

1. Develop staff schedule for the entire season
2. Assign staff rotation for public swims and develop swim lesson instruction schedule
3. Train, supervise and regulate lifeguards and instructors as per instructions
4. Evaluate all instructors' lesson plans
5. Collect test sheets from the staff on the final lesson and submit to Municipal Office
6. Attend and facilitate staff meetings and training sessions (weekly)
7. Ensure that all aquatic qualifications remain current
8. Evaluate staff at mid-season and at the end of the season

B-Ensure The Safe & Efficient Operation Of The Aquatics Programs & Services

1. Market and promote aquatics programs (i.e. signage, school visits)
2. Plan and prepare for all aquatics programs for the season
 - i) Swim Lessons
 - ii) Bronze Programs
 - iii) Aquafit
 - iv) Aqua Boot Camp
 - v) Junior Lifeguard Club / Synchronized Swimming Camp
 - vi) Swim Team
3. Plan and prepare for all special events for the season
 - i) Swim Meet
 - ii) Splash Pad Bash (Palmerston)
 - iii) Jump-A-Thon
 - iv) Theme Days
4. Create lesson plans for all aquatics programs
5. Assist Recreation Department staff in preparing the pool for the upcoming season
6. Ensure all daily pool opening and closing procedures are being completed
7. Practice and memorize all safety and rescue procedures
8. Is responsible to be a back-up and if necessary take charge of any emergency situations
9. Review all training schedules evaluations, lesson plans, and staff schedules with Recreation Program Coordinator

C-Ensure The Aquatic Facility Is Run In A Professional Manner

1. Ensure Town of Minto's Aquatics Policy Manual is being adhered to at all times
2. Ensure all provisions of Ontario Public Pools Regulation (OPPR) are being met
3. Maintain proper pool records in accordance with OPPR
4. Perform administrative duties such incident reports, pay sheets, program evaluations, balance of daily cash receipts and depositing all revenue to the Municipal Office
5. Perform maintenance duties for pool operation such as backwashing, deck sweeping, cleaning of change rooms and office, filter pressure and gauge readings, pool tests
6. Add make-up water daily
7. Add chemicals as requested by Facility Manager
8. Keep track of equipment and chemical supplies
9. Wear proper Town of Minto uniforms while on duty
10. Report to work 15 minutes before the start of your scheduled shift
11. Be a positive representative of the Town of Minto at all times

D-Prepare A Year-End Report

Summarization of the season with recommendations for the next season

Other duties as assigned by the Recreation & Marketing Coordinator or Lead Hand

Qualifications:

1. Minimum of 17 years of age
2. 1 year working for the Town of Minto in an Aquatic role
3. Current Red Cross / LSS Instructor
4. Current National Lifeguard Service (NLS)
5. Current Standard First Aid & CPR C

Key Skills:

1. Excellent oral and written communication skills
2. Ability to motivate and lead others in a positive way
3. Hold an excellent understanding of all Red Cross and LSS programming
4. Time management skills
5. Self-motivated
6. Customer service oriented