

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

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

Position Details:

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| Position Status | Part Time |
| Normal Work Period: | Mid-June – 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 carry out the aquatic operations at the Palmerston and/or Harriston Pool for 2012

Primary Responsibilities:

- a) Ensure the safe and efficient operation of the aquatics programs and services
- b) Ensure the aquatic facility is run in a professional manner

Specific Responsibilities:

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

1. Create lesson plans for all aquatics programs
2. Submit lesson plans to Head Lifeguard for evaluation
3. Assist Head Lifeguard with special events planning and execution
4. Ensure all daily pool opening and closing procedures are being completed
5. Lifeguard public and private pool functions
6. Ensure all aquatic qualifications remain current
7. Practice and memorize all safety and rescue procedures
8. Attend all staff meetings and training sessions

B-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. Perform administrative duties such incident reports, pay sheets, program evaluations, balance of daily cash receipts and depositing all revenue to the Municipal Office
4. Perform maintenance duties for pool operation such as backwashing, deck sweeping, cleaning of change rooms and office, filter pressure and gauge readings, pool tests
5. Add make-up water daily
6. Add chemicals as requested by Facility Manager
7. Wear proper Town of Minto uniforms while on duty
8. Report to work 15 minutes before the start of your scheduled shift
9. Be a positive representative of the Town of Minto at all times

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

Qualifications:

1. Minimum of 16 years of age
2. Current Red Cross Instructor
3. Current National Lifeguard Service (NLS)
4. Current Standard First Aid & CPR C

Key Skills:

1. LSS Instructor
2. Excellent oral and written communication skills
3. Ability to work in a team environment
4. Hold an excellent understanding of all Red Cross and LSS programming
5. Previous instructing and lifeguarding experience
6. Customer service oriented