

**TOWN OF PORT McNEILL  
AQUATICS  
JOB DESCRIPTIONS**

**POSITION TITLE:**  
**Lifeguard/Instructor**

**REPORTS TO:**  
**Aquatics Supervisor or Administrator**

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**Position Summary:**

To provide lifeguard services to patrons including educating about pool safety, preventing unsafe activities and behaviours, intervening and providing rescue assistance for patrons having difficulty or in distress and administering first aid as required. To Guard own swim classes, clean the pool and pool deck, ensure sanitary conditions are optimal, and process cash deposits.

**Duties and Responsibilities:**

1. Administration:

- Complete daily attendance and maintenance logs
- Communicate special needs, problems, ideas, and positive occurrences to supervisor or appropriate team members.
- Carry out cashier duties as required

2. Delivery of Aquatic Centre programs:

- Prepare and present activities for special events
- Assist with the development of promotional materials for the Aquatic Centre
- Ensure all swimmers are in appropriate areas
- Provide a high standard of customer service to patrons and public

3. Safety and Comfort of Patrons

- Recognize and prevent hazardous situations, enforce and explain pool rules as required
- Perform additional cleaning of change rooms, pool deck, office and pool lobby as required
- Execute emergency and Standard First Aid procedures as required, complete forms for ambulance personnel and Aquatic Centre
- Attend all staff in services and training

- Maintain constant contact with public so as to be readily available to respond to questions or concerns
  - Regularly check change rooms to help ensure a clean, safe, and secure environment
  - Review and complete daily, weekly and monthly maintenance tasks
  - Close unsafe areas as directed by Pool Operator and/or Aquatics Supervisor
  - Ensure play and rescue equipment is in a safe and usable state
4. Perform other related duties as required

**Required Knowledge, Abilities, and Skills:**

1. Ability to enforce safety procedures with tact and firmness
2. Ability to respond quickly and accurately while remaining calm in emergency situations
3. Leadership skills that instill confidence and trust in fellow employees and public
4. Ability to stand for long periods of time and exert physical effort
5. Ability to work in a noisy and busy environment
6. Excellent public relations skills to communicate effectively with all patrons and fellow staff

**Education and Experience Required Recommended:**

1. National Lifeguard Service (NLS)
2. Aquatic Emergency Care (AEC) and/or Standard First Aid (SFA),
3. Water safety instructor
4. CPR level C
5. WHMIS-Workplace Hazardous Materials Information System(recommended)
6. Must be 16 years of age, no experience required but preferred