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## Employment Opportunity

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<b>Position:</b>	Head Senior Lifeguard
<b>Division:</b>	Community Services
<b>Commencing:</b>	As soon as possible
<b>Shift:</b>	Variable; Mostly Days; Some Evenings; Weekends
<b>Annual Salary:</b>	\$27.32 /hour – \$34.13 /hour
<b>Deadline:</b>	Open until filled

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Please apply by submitting a completed application form, cover letter, and resume, by email to [jobs@fortfrances.ca](mailto:jobs@fortfrances.ca) with the subject line: Head Senior Lifeguard

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email.

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To learn more about this opportunity, please contact Elisa McLeod, Recreation and Culture Manager, at (807) 274-4561.

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## **Position Description**

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<b>Position Title:</b>	Head Senior Lifeguard
<b>Supervisor:</b>	Recreation and Aquatics Supervisor
<b>Employee Group:</b>	Non-Union

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### **Position Summary**

- As a head lifeguard, the incumbent is responsible for the safety of the patrons in the pool area so that accidents are prevented; handles emergencies according to procedures; and ensures that participants are provided with a safe and friendly atmosphere. Ensure daily operations of the pool area.
- As an instructor, the incumbent ensures that all class participants are instructed and supervised as per requirements.
- As a receptionist, the incumbent is responsible for conducting control of the Memorial Sports Centre entrance, collecting admission and program registration fees, and is responsible for enforcing public policy in the Sports Centre facilities.

### **Direction Received**

- Carries out the duties and responsibilities of the position under the direction and supervision of the Recreation and Aquatics Supervisor.

### **Direction of Others**

- The incumbent coaches and mentors the work of student, junior and senior lifeguards as directed through the Recreation and Aquatics Supervisor.
- The incumbent provides direction to student, junior, and senior lifeguards as directed through the Recreation and Aquatics Supervisor.
- The incumbent has no direct supervisory responsibilities.

### **Revenue, Asset and Expenditure Scope**

- None specifically identified for this position

### **General Responsibilities**

#### **Lifeguard**

- Ensures proper knowledge of pool hazards, policies, procedures, schedules, and programs.
- Responds to emergency situations as outlined in certification requirements and training.
- Ensures all aquatic area procedures are followed correctly.
- Keeps the pool area clear of obstructions.
- Completes accident/incident forms when required.
- Completes pool water tests according to prescribed schedule.
- Executes opening procedures, before/after swim procedures, and closing procedures.
- Provide on-going training and drill scenarios at staff trainings.
- Ensures Senior, Junior and Student guards have completed reporting for swim lessons
- Certification Tracking and Updating for Lifeguard Team
- Water Testing, Cleaning/Task List Creation, Monitoring, and Reporting
- Chemicals inventory (Pool Testing and Cleaning Supplies)
- First aid supplies inventory and replenishment – on deck, at reception, first aid room, fanny packs, Zamboni Room, etc.
- Emergency Response Lead – drills, manual, etc.
- Handbook Review and Updates with Recreation and Aquatics Supervisor
- Pool Supplies Inventory Management
- Assist with development of pool program schedule
- Assist with creation of staff schedule
- Oversee the delivery of Swim Lesson programs
- Aquatics In-Service Development and Delivery
- Fill in for Recreation and Aquatics Supervisor at the Rainy River Regional Recreation and Aquatics Network

#### Instructor

- Teach Lifesaving and Advance courses (First Aid, NLS, Bronze Courses, etc.)
- Develop lesson plans for applicable courses.
- Complete assessments and update client files for Lifesaving courses.

#### Receptionist

- Cover front desk reception duties when scheduled.
- Performs cash control procedures including cash handling, float balancing, and preparation of daily deposits.
- Processes registrations for pool and recreation programs.
- Answers telephone and responds to public enquiries.
- Enforces public policy in Memorial Sports Centre facilities.

#### Senior Guard

- Responsible for the occasional and indirect supervision of junior staff on evening and weekends
- Responsible for directing instructors during instructional swim lessons

- Responsible for daily cash deposits
- Takes one-time bookings
- Teaches Advanced Courses
- Teaches Fitness Classes
- Performs other duties as assigned

#### Other Duties

- Daily cleaning and maintenance tasks.
- First aid supplies inventory and replacement for the Memorial Sports Centre.
- Provide feedback to Program Team regarding staff schedules and program calendars.
- Other duties as assigned.

### **Education and Qualifications**

#### Required

- National Lifeguard Instructor/Examiner Certification
- Lifesaving Instructor/Examiner
- Current National Lifeguard Service certification (NLS)
- Emergency/Standard First Aid Instructor/Examiner
- Current Swim Instructor Certification
- Current Standard First Aid with CPR C
- High School Diploma or General Education Diploma
- Valid Ontario Driver's Licence (minimum Class G2)
- 1-3 years of lifeguarding experience

#### Asset

- Water Art or CALA Aquafit Instructor Certification

### **Knowledge, Ability & Skill**

- Demonstrates superior interpersonal skills in serving the public and interacting with staff and management
- Able to organize and complete work assignments under minimal supervision
- Understands and effectively carries out oral and written instructions
- Demonstrated experience in a computerized office environment
- Working knowledge of relevant computer applications
- Communicates effectively both orally and in writing
- Considerable knowledge of applicable safety regulations
- Some experience supervising staff skills in supervision

#### Effort

- Considerable strength, stamina, and coordination to carry out the duties of the position
- Requires careful and constant supervision of pool patrons
- Concentration must be maintained at all times
- Interruptions are continual throughout the day

### **Working Conditions**

- The hours of work shall consist of thirty five (35) hours per week based on seven (7) hours per day
- The incumbent spends 100% of the average workday indoors. This time is spent in open areas with continuous exposure to noise from patrons and children at play
- Moderate to Heavy physical work is required for short to intermediate duration
- Regular exposure to chlorinated water

### **Conditions of Employment**

Successful candidates for the position will be required to:

- Maintain all required qualifications
- Take the next available course to become a certified Swim Instructor
- Provide a satisfactory Criminal Record and Vulnerable Sector Check prior to starting