

TOWNSHIP OF NORTH HURON
POSITION PROFILE

Position Title **SENIOR INSTRUCTOR LIFEGUARD**

Department **RECREATION & CHILDREN'S SERVICES DEPARTMENT**

Reports to Title **AQUATIC COORDINATOR**

Revised: **July 2024**

Pay range: **Pay Band 4**

Position status: **Full-Time**

Pay method: **Hourly Paid**

Normal workweek: **37.5**

Hours over 37.5 to 40.0 in a week: **Paid at straight time**

Overtime greater than 40.0 hours in a week: **Paid at time and a half**

Location: **North Huron Wescast Community Complex**

A – POSITION DESCRIPTION

1. Scope of Position:

The Senior Instructor Lifeguard performs all the duties of a Head Instructor Lifeguard, and is responsible under the Aquatic Coordinator or designate for the operation of all programs in the aquatic facilities in the Township of North Huron. The main facility is currently the swimming pool at the North Huron Wescast community Complex.

The Senior Instructor Lifeguard reports to the Aquatic Coordinator.

Supervises aquatic program staff (Head Instructor Lifeguards, Instructor Lifeguards and Assistant Instructor Lifeguards) working at the North Huron Wescast community Complex during the absence (vacation) of the Aquatic Coordinator.

2. Key Responsibilities

(a) Maintain proper pool records in accordance with Ontario health Regulations, WHMIS and the Township of North Huron

During Instructional Shifts:

- Prepare core and daily lesson plans for each level assigned
- Complete mid-session reports and progress cards
- Ensure classes begin/finish on time
- Maintain program standards by reviewing skill of all swimmers
- Manage uncooperative children
- In charge of deck set up and clean up prior to and following lessons

- Ensure detailed lesson plans are left for replacement staff
- Maximize time in the water, minimize deck instruction time
- Completed worksheets and unclaimed report cards will be submitted to the Aquatic Coordinator at the completion of the session
- Respond to major and minor incidents that could occur during lessons and document accordingly
- Respond to First Aid incidents and document accordingly

(b) During guarding shifts:

- Responds to major and minor incidents during recreational swims and ensures proper documentation
- Restrict the use of or close facility when dangerous conditions exist
- Ensures that all opening and closing procedures are completed
- Ensures pool readings are recorded at the start and finish of each shift plus a minimum of every two hours in between
- Enforce pool rules to maintain a safe and enjoyable pool environment
- Assigns housekeeping tasks to staff at the beginning of the shift
- Ensures there is sufficient staff on deck at all times
- Supervises Instructor Lifeguards and Assistant Instructor Lifeguards during designated shifts
- Promote positive public relations and public image of the facility
- Respond to inquiries and concerns from the public and pass information onto the Aquatic Coordinator

(c) Other

- Assist Aquatic Coordinator with administrative duties which include inventory of aquatic materials and supplies, lesson stats, bulletin boards and anything else requested
- Attend and perform staff trainings
- Supervise all aquatic staff –Head Instructor Lifeguards, Instructor Lifeguards and Assistant Instructor Lifeguards while the Aquatic Coordinator is absent
 - Assist with special events at the pool
- Instruct Aquafit classes as needed
- Contribute to cleanliness of pool and staff areas
- Keep all qualifications up to date and pursue further training
- Act as a role model and endeavour to work as a team member with co-workers: set an example for other staff
- Perform all other duties as assigned by the Aquatic Coordinator

3. Key Relationships

Internal

Aquatic Coordinator

Daily interaction re: Aquatic Programs of Township of North Huron

Facilities Lead Hand and/or Facilities Operators

As required

Head Instructor Lifeguards

Interaction re: work assignments and in the absence of the Aquatic Coordinator

Instructor Lifeguards and Assistant Instructor Lifeguards

Interaction re: work assignments, direct supervision etc.

North Huron Recreation Staff

Interaction as required to ensure smooth operations of the Aquatic Center when the Aquatic Coordinator is absent.

External

Public

Daily re: Aquatic program issues

Strong interpersonal, technical, and communication skills are essential to perform this position competently.

4. Decision Making Authority and Judgement Used

The Aquatic Coordinator is responsible for all Aquatic Programs in North Huron. The Senior Instructor Lifeguard position is responsible during opening shifts, evening shifts and weekend shifts when on shift during these hours.

In the absence of the Aquatic Coordinator the Head Instructor Lifeguard will report to the Senior Instructor Lifeguard.

The Senior Instructor Lifeguard is encouraged to make recommendations to the Aquatic Coordinator for improving the efficiency and effectiveness of their duties.

Judgement is required:

- To provide guidance to supervised staff
 - To deal with members of the public
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5. Problem Solving Responsibility

Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

B – POSITION SPECIFICATIONS

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation or degree but have compensating work experience.

1. Formal Education and Training

Certificates/Awards required:

Knowledge of and experience in pool operation, maintenance, and regulations
Current Standard First Aid and CPR “C” Level
Current Lifesaving Society National Lifeguard Certification (NLS)
Lifesaving Swim Instructor Aquafit/Waterart/AQX Certification

Recommended:

Any or all of the following are considered an asset:

Current Lifesaving Instructor, Bronze Examiner, National Lifeguard Instructor and Examiner, and First Aid Instructor and Examiner are considered as an asset

Aquatic Supervisor Course

Aquatic Facilities Operations Course – Level 1

2. Work Experience

Minimum Years Required

Experience as an Instructor Lifeguard and
Aquafit instructor

2 Years

Recommended:

NHWCC Staff prior to Senior Instructor Lifeguard
Position

2 years

3. Other Key Skills

- Strong supervisory and teaching skills
 - Excellent interpersonal skills
 - Excellent written and oral communication skills
 - Good time management skills
 - Management and leadership ability
 - Excellent organizational skills
 - Self-motivated
 - Customer service oriented
 - Excellent physical condition
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C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Senior Instructor Lifeguard is responsible for Aquatic programs in North Huron within their scheduled shifts.

The Senior Instructor Lifeguard works independently with minimum supervision.

A person performing this position competently can promote a professional image for the recreation department.

2. Supervisory Responsibility

Directly supervises the clientele of the Aquatic Centre and all Aquatic Staff when necessary.

D – WORKING CONDITIONS

1. Physical Effort and Environment

Senior Instructor Lifeguards will have to work a variety of hours including early mornings, and when necessary, evenings and weekends.

Senior Instructor Lifeguards must always be physically ready to respond to emergency situations.

Senior Instructor Lifeguards teach Aquafit several times per week in extremely warm and humid conditions in the aquatic environment.

2. Mental Effort

During lessons, aquafit classes, and all recreational swims 100% mental attention and concentration is required to prevent and respond to emergencies.
