



JOB DESCRIPTION

	<p>EMPLOYEE GROUP: Non Union</p> <p>Hours worked per week: up to 35</p>
<p>Position: Aquatics Instructor / Guard</p> <p>Grade: student 2</p> <p>Wage Rate: \$15.40 / hr. (January 2020)</p>	<p>Department / Division: Community & Development Services / Community Development & Partnerships</p>

PURPOSE OF POSITION:

Reporting to the Supervisor, Community Programs & Events, and under the direction of the Community Recreation Programmer and the Program Coordinator, Aquatics, the incumbent will:

- Be responsible for the care, supervision, safety and well-being of swimmers and the members of the public who are participating in County programs and/or leisure activities at the County swimming pools, wading pools and splash pads;
- Lead high quality, safe, enjoyable lessons that reflect the standards of Haldimand County and the recognized affiliate (i.e. Lifesaving Society) while being safe, fun-filled and fostering healthy child development; and
- Serve as a role model for staff and program participants.

NOTE: In the absence of the Program Coordinator, Aquatics, this position may be assigned some of the Program Coordinator’s responsibilities. Those responsibilities are noted at the end of the Accountabilities / Tasks list.

EDUCATION & EXPERIENCE

- Must be enrolled in High School, Community College or University and returning to school in September on a full-time basis.
 - Previous experience interacting with people of all ages and abilities
 - Previous experience teaching people of all ages
 - Certifications required coming into the position:
 - Current National Lifeguard (NL)
 - Current Life Saving Instructor “Bronze Family”
 - Current Life Saving Swim Instructor
 - Current Standard First Aid / CPR C
 - High Five Principles of Health Childhood Development (PHCD)
- Or equivalent to the above.

NOTE 1: Employees are responsible for ensuring all certifications are current. Copies of current certificates are to be provided to Community Recreation Programmer at start of employment period.

NOTE2: Incumbent to this position must be, at minimum, 16 years of age

KNOWLEDGE & SKILLS REQUIRED:

- Demonstrated interest in working with people
- Proven ability to follow and / or provide direction
- Proven ability to work responsibly on own or as part of a team
- Proven communication skills
- Proven customer-service skills
- Access to reliable transportation to and from work

Accountabilities / Tasks

Include, but are not limited to, the following:

- Ensure that the pool is operated in accordance with the Public Pool Regulations 565. and inform the Program Coordinator, Aquatics of any abnormalities
- Ensure site, equipment and supplies are appropriately maintained and stored to minimize risk at all times
- Responsible for reporting to work as scheduled. All schedule change requests must be approved in advance
- Arrive promptly for all scheduled shifts
- Attend and participate in all mandatory staff training sessions
- Engage in training opportunities, whenever possible, to increase knowledge and skills
- Provide continuous supervision to all swimmers
- Enforce all pool rules and regulations consistently
- Maintain a respectful relationship with pool patrons
- Know and understand emergency procedures for the facility
- Be able to perform all lifeguarding and instructing skills according to qualifications at any given time
- Apply basic life support and / or first aid should the need arise in accordance to level of qualifications
- Educate patrons about water smart activities at the pool during swimming lessons, public swim periods and special theme days.
- Report all accidents / incidents to the Program Coordinator, Aquatics in a timely manner to determine if corrective action is necessary to prevent future injury
- Ensure that all required payroll information is completed accurately and submitted on time
- Complete all forms, report cards, etc. as required in capacity of Instructor or Lifeguard
- Communicate effectively with all other instructor / guards, cashiers and other staff while on duty
- Promote the programs offered by Community Development& Partnerships
- Assist in the general daily maintenance of the pool, building and surrounding grounds
- Undertake other tasks when and as assigned

Specifically as an Instructor, this position is expected to:

- When instructing / teaching: record daily activities, including, but not limited to: attendance, participant progress, injuries, incidents
- Interact with parents and / or identified care-givers and address minor complaints or concerns using a polite, courteous and professional approach
- Plan and organize swimming classes through daily lesson plans and long-term core plans to facilitate progressive learning
- Set up, store and clean up equipment required for lessons
- Be on deck in full uniform, prepared to teach at the start of the lesson

- Maintain class management during all instructional periods to ensure safety through use of formations and proper scanning techniques
- Conduct lessons using proper teaching methods
- Teach and evaluate specific items according to the industry standards (specifically, the LSS)
- Assist with program volunteers, enriching and developing their leadership skills through positive role modeling program planning and involvement; provide regular feed back and complete the volunteer feedback cards

Specifically as a Lifeguard, this position is expected to:

- Complete pool and deck set-up and clean-up
- Be in complete uniform and ready to lifeguard at beginning of designated swim
- Enforce all pool rules and regulations consistently
- Ensure the health & safety of all individuals using the pool and its surrounding area by maintaining constant vigilance at all times
- Ensure correct patron to lifeguard ratios are met at all times as per Haldimand County and Health Regulations

Additional Accountabilities / Tasks

To comply with legislation, an Aquatics Instructor / Guard may be assigned some of the duties of the Program Coordinator, Aquatics; when / if the need arises and in consideration of the Instructor / Guard’s certification (AST) and experience.

Specifically as an Acting Aquatic Coordinator, this position is expected to:

- Be responsible for the safe operation of the pool and will ensure that all designated responsibilities are completed, including but not limited to the following: open and close facility in accordance with opening / closing procedures.
- Provide leadership as required for staff training.
- Assist with the training and scheduling of program volunteers.
- Supervise the activities at the pool facility to ensure that the pool is operating in accordance with all applicable regulations and County policies and procedures.
- Balance and secure cash at end of shift.
- Ensure that all required daily records are completed professionally and correctly (i.e. first aid documentation, incident/accident forms, water chemistry, time sheets, etc.) and provided to the Program Coordinator, Aquatics.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check Yes, if 18 years of age or older (OPP LE220E or equivalent)

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.