



## **JOB DESCRIPTION**

	<p><b>EMPLOYEE GROUP: Non Union</b></p> <p><b>Hours worked per week: up to 35</b></p>
<p><b>Position: Assistant Lifeguard</b></p> <p><b>Grade: Student 1</b></p> <p><b>Wage Rate: \$14.25 / hour (October 2020)</b></p>	<p><b>Department / Division: Community &amp; Development Services / Community Development &amp; Partnerships</b></p>

### **PURPOSE OF POSITION:**

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

- Be responsible for all pool entrance / exit procedures, including money handling and record keeping;
- Be responsible for the supervision of the wading pool or splash pad, as assigned by maintain a safe environment for participants, while fostering healthy childhood development;
- Assist with guarding and instructing when required and as qualifications permit; and
- Serve as a role model for program participants.

### **EDUCATION & EXPERIENCE:**

- Must be enrolled in High School, Community College or University and returning to school in September on a full-time basis.
- Experience interacting with people of all ages and abilities and working with children and adults
- Certifications required coming into the position:
  - Current National Lifeguard (NL) OR Current Bronze Cross and Wading Pool Operator
  - 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.

**NOTE 2:** Incumbents to this position must be 16 years of age at a minimum

### **KNOWLEDGE & SKILLS REQUIRED:**

- Demonstrated an interest in working with people
- Demonstrated the ability to follow and / or provide direction
- Demonstrated the ability to work responsibly on own or as part of a team
- Proven communication skills
- Proven customer-service skills
- Proven math 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 Pools Regulation 565. and inform the Program Coordinator, Aquatics or designate of any concerns
- 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, to increase knowledge and skills
- Assist in guarding and instructing when required, to level of qualification only
- Know and understand emergency procedures for the facility
- Be able to perform all lifeguarding skills according to level of qualifications at any given time
- Apply basic life support and / or first aid should the need arise in accordance to level of qualifications
- Maintain a respectful relationship with pool patrons. Interact with participants and address minor complaints or concerns using a polite, courteous and professional approach. Ensure detailed inquiries or concerns are directed to the Program Coordinator, Aquatics
- Ensure that all required payroll information is completed accurately and submitted on time
- Responsible for the collection of pool admission money, completing the daily cash summary and the ensuring the accuracy of the cash float at beginning and end of each shift
- When directed, perform duties of Wading Pool/Splash Pad Attendant:
  - ensure the wading pool/splash pad is operated in accordance Wading Pool Guidelines for Operators and the Spray/Splash Pad Guidelines for Owners/Operators
  - record attendance and monitor for guarding purposes.
- Promote the programs offered by Community Development& Partnerships
- Ensure cleanliness of pool entry / office / foyer. Assist in the general daily maintenance of the pool, building and surrounding grounds
- Undertake other tasks when and as assigned

**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 – OPP LE 220 or equivalent (18+ years)**

**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.