



Job Description

Lifeguard Shift Supervisor

Salmo & District Recreation Department

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Lifeguard

TITLE OF IMMEDIATE SUBORDINATES: Lifeguards, Swim Instructor

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

The Lifeguard Shift Supervisor is the person designated to be in charge in the absence of the Head Lifeguard, and is responsible for the supervision of staff and the safety of patrons using the facility. The Lifeguard Shift Supervisor is responsible for supervising and monitoring pool use to ensure that the daily operation is following the departmental policies and safety standards. The incumbent must exercise care in routine dealings with other employees and provide assistance to the public using the facility.

ROLE AND RESPONSIBILITIES:

As a member of the Aquatic team, responsibilities include, but are not limited to:

1. Responsible for making decisions regarding patron safety and ensuring lifeguard to bather ratios are adequate
2. Designated as a person in charge of emergency procedures and action plan for aquatic staff
3. Supervise Aquatic staff, including assisting with completing performance evaluations and training
4. Responsible for making adjustments to staff work schedules and assignment of extra tasks
5. Responsible for completing reports; shift reports, incidents and accidents
6. Responsible for trouble shooting and handling customer concerns
7. Responsible for making decisions regarding maintenance, shift changes and covering emergencies inside the building when necessary
8. Responsible for educating the public in the policies and procedures related to bather safety
9. Monitors activities of the swimming pools by providing the highest standard of lifeguarding with an emphasis on the prevention of accidents and injuries
10. Maintain order and ensures proper conduct of persons using the facility
11. React to emergency situations and performs first aid and emergency aid when required
12. Conduct leadership classes and swimming instruction when required

13. Provide excellent customer service to all internal and external customers
14. Ensure a clean and safe environment at all times
15. Perform routine custodial duties in the aquatics area including but not limited to patron and staff change rooms, and pool deck
16. Perform water chemistry and mechanical checks as required
17. Assist in making adjustments to equipment when necessary
18. In the absence of maintenance staff, make decisions when to call in outside services
19. Keep the Head Lifeguard or designate informed and make recommendations for improvements or changes
20. Responsible for assisting with coordinating tasks during start up and shut down of the facility
21. Complete administrative duties and related assignments
22. Ensure shift reports and other administrative checklists are completed
23. Assist with maintaining sufficient inventory of first aid supplies, uniforms, swim lesson supplies are kept.
24. Assist with customer service, program registration and answering telephones
25. Perform accurate daily cash balance; maintain current price lists for facility products and services
26. Required to attend and participate in regular scheduled in-service training sessions and meetings throughout the year
27. Required to keep certifications current
28. Perform other related duties and responsibilities as required
29. Perform NLS physical skill requirements

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Current Water Safety Instructor certification
- Current NL certification
- Current CPR certification renewed annually
- Current Standard First Aid or Aquatic Emergency Care current within 2 years
- Other appropriate aquatic awards would be considered an asset

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional customer service focus
- Able to work with patrons of varying age groups
- Strong communication, negotiating and influencing skills
- Independent decision-making, problem solving and analytical skills
- Ability to function well as a part of a team, as well as to effectively lead a team
- Current knowledge of provincial legislation and health and safety as it relates to aquatic operations
- General computer experience and ability to use CLASS, MS Office, Excel, MS Outlook
- Knowledge of Lifeguarding rules, regulations and practices
- Knowledge of emergency procedures

- Ability to work with minimal supervision and exercise considerable independence of judgment
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date