



# Job Description

## Aquatic Leader

*Castlegar & District Community Complex*  
Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Lifeguard

**TITLE OF IMMEDIATE SUBORDINATES:** Lifeguards, Swim Instructors, Aquatic Program Instructors and Aquatic Volunteers

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

Under the general direction of the Aquatic Programmer and Head Lifeguard, the Aquatic Leader is a member of the Aquatics leadership team and provides operational supervision of the aquatic area (pools, deck, change rooms, steam room, viewing area, etc.) and monitors pool use to ensure that the daily operation is following department policies and safety standards. The position involves providing mentorship to staff while performing lifeguard and instructional duties, a variety of custodial and facility maintenance tasks and assisting with the operation and delivery of aquatic programs, recreation programs and special events. This role requires the individual to demonstrate strong leadership abilities and possess a functional knowledge of pool chemistry and operating procedures.

The Aquatic Leader is positive and responsive when dealing with the public and user groups and performs as a professional and dedicated team player in providing the best possible aquatic service to the community.

### ROLE AND RESPONSIBILITIES:

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

#### Leadership

1. Collaborates regularly with Aquatic Programmer and Head Lifeguard to ensure a consistent approach to overall leadership of the team; is an effective team player
2. Supervises aquatic staff including, but not limited to: performing evaluations and staff development training
3. Required to attend and participate in regular scheduled in-service training sessions and meetings throughout the year
4. Provides coaching and mentorship to lifeguards; gives feedback and course corrects
5. Ensure the professionalism of aquatic staff; lead by example, are appropriately dressed in uniform, pleasant to customers, prepared and on time for their shifts.

6. Instructs Aquatic Leadership courses, including but not limited to, Bronze Medallion, Bronze Cross, Junior Lifeguard Club

### **Operations**

7. In absence of Head Lifeguard, fill shift vacancies
8. In absence of Head Lifeguard, make adjustments to staff work schedules and assignment of extra tasks
9. In absence of Head Lifeguard, coordinate and assign private lessons as required
10. Perform light janitorial maintenance in the aquatic area
11. Completes daily operational checks
12. Complete administrative duties and related assignments
13. Communicates effectively with Aquatics Programmer and Head Lifeguard and makes recommendations for improvements or changes
14. Responsible for the opening and closing of the aquatic center and oversee the daily operations of the pool
15. Make day-to-day decisions regarding patron safety and ensure lifeguard to bather ratios are adequate
16. Assist with maintaining sufficient inventory of first aid supplies, uniforms, and swim lesson supplies
17. Complete reports; shift reports, incidents and accidents. Conduct research and prepare reports as required
18. Report mechanical failures, accidents, and other relative information to Facility Maintenance Foreman and Aquatics & Fitness Programmer

### **Safety**

19. Ensures compliance with Health and Safety legislation
20. In absence of Head Lifeguard, provides new employees with safety orientation, and WHIMIS training and follows up as required
21. In absence of Head Lifeguard, act as a person in charge of emergency procedures and action plan for staff
22. Monitor activities of the swimming pools by providing the highest standard of lifeguarding with an emphasis on the prevention of accidents and injuries

### **Patron Experience**

23. Perform lifeguarding which involves observing and safeguarding activities in the pool and surrounding areas
24. Provide instructional work that involves giving instruction in water safety, lifesaving, swimming techniques and all levels of the Red Cross and other swim programs
25. Responsible for trouble shooting and handling customer concerns
26. Responsible for educating the public regarding the policies and procedures related to bather safety
27. Maintains order and ensures proper conduct of persons using the facility
28. Provides excellent customer service to all internal and external customers
29. Assists with customer service, program registration and answering telephones when necessary
30. Reacts to emergency situations and performs first aid when required

### **Other**

31. Performs other related duties and responsibilities of the Aquatic Leader role as required

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the methods, tools, and equipment used in life guarding.
- Knowledge of life guarding rules, regulations and practices.
- Knowledge of WHMIS procedures.
- Knowledge and ability to give first aid, CPR and instruction in the pool.
- Knowledge of emergency procedures.
- Ability to deal courteously and effectively with the public.
- Ability to work with minimal supervision, exercise considerable independence of judgment / action in the operation of the aquatic center.

**REQUIRED LICENSES AND CERTIFICATES**

- NL
- AEC (Aquatic Emergency Care) or Standard First Aid
- CPR C/AED
- Red Cross Water Safety Instructor
- Life Saving Instructor
- Aquatic Fitness Instructor

**PREFERRED LICENSES AND CERTIFICATES (one or more of the following)**

- CPR/AED – First Aid Instructor
- WSIT or LSIT or NLSI
- BC Recreation and Parks Association Pool Operator Level 1 Certificate of Competency equivalent

**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