



Job Description

Aquatic Leader

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Lifeguard

TITLE OF IMMEDIATE SUBORDINATES: Lifeguards, Swim Instructors, Aquatic Program Instructors, Lifeguard Supervisor 1s and Aquatic Volunteers

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the general direction of the Head Lifeguard and the Recreation Services Supervisor, the Aquatic Leader is a member of the Aquatics Leadership team and provides operational supervision of the Aquatic Department and monitors pool & other aquatic areas to ensure the daily operation is following departmental policies and safety standards.

The position provides 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 strong functional knowledge of pool chemistry and operating procedures. The Aquatic Leader is positive and responsive when dealing with the public and user groups and is a professional and dedicated team player in providing the best possible aquatic service to the community.

ROLE AND RESPONSIBILITIES:

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

Leadership

1. Collaborates regularly with the Recreation Services Supervisor & Head Lifeguard to ensure a consistent approach to overall leadership of the team and is an effective team player
2. Supervises aquatic staff including, but not limited to: performing evaluations and staff development training
3. Attends, participates and leads components of, regular scheduled in-service training sessions and meetings throughout the year
4. Provides coaching, mentoring, feedback and course correction to Aquatic staff
5. Ensures the professionalism of aquatic staff and leads by example, are appropriately dressed in uniform, pleasant to customers, prepared and on time for their shifts
6. Instructs Aquatic Leadership courses
7. Supports leadership initiatives and projects to ensure that the Aquatic team achieves departmental goals

Operations

8. Responsible for the opening and closing of the aquatic center and oversight of the daily operations of the pool as scheduled

9. Perform all tasks of Lifeguard and Swim Instructor as scheduled
10. Fill shift vacancies, make adjustments to staff work schedules and make assignment of extra tasks as required, in absence of Head Lifeguard
11. Coordinate and assign private lessons as required, in absence of Head Lifeguard
12. Complete daily operational checks and perform light janitorial maintenance in the aquatic area
13. Complete administrative duties and related assignments
14. Communicate effectively and proactively with Aquatics Leadership Team and the Recreation Services Supervisor, and make recommendations for improvements or operational needs
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/Operations Supervisor, Head Lifeguard and/or Recreation Services Supervisor as appropriate

Safety

19. Ensure compliance with Health and Safety legislation
20. In absence of the Head Lifeguard, provide new employees with safety orientation, and WHMIS training and follow 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 ensuring the highest standard of lifeguarding with an emphasis on the prevention of accidents and injuries

Patron Experience

23. Responsible for trouble shooting and handling customer concerns
24. Responsible for educating the public regarding the facility code of conduct and policies & procedures related to patron safety
25. Provide excellent customer service to all internal and external customers and lead others to do the same
26. Assist with customer service, program registration and answering telephones when necessary

Other

27. Perform other related duties as required

REQUIRED LICENSES AND CERTIFICATES:

- Grade 12 or equivalent
- Current National Lifeguard Award (Pool Option)
- Current Swim Instructor certification
- Current Standard First Aid, CPR C/AED
- One of Current Life Saving Instructor or Current Aquatic Supervisor Training, with the expectation the additional certification will be obtained within one year of hire

- Satisfactory Criminal Record
- Supervisor Evaluation & Enhancement (SEE) Auditor Training

PREFERRED LICENSES AND CERTIFICATES:

- Pool Operator Level 1 and 2
- Aquatic Fitness Instructor
- Additional Leadership Aquatic certifications are considered assets
- First Aid Instructor
- National Lifeguard Instructor
- Swim for Life Instructor Trainer
- Lifesaver Instructor Mentor
- Valid Drivers License and satisfactory drivers abstract

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum 1 year of supervisory experience plus a minimum 1 full-time year in Aquatics or acceptable equivalent combination of experience
- Knowledge of the methods, tools and equipment used in lifeguarding
- Knowledge of the lifeguarding rules, regulations and practices
- Knowledge of WHMIS procedures
- Knowledge of emergency procedures
- Demonstrated ability to deal courteously and effectively with the public
- Ability to work with minimal supervision, exercise considerable independence of judgement/action in the operation of the aquatic centre
- Demonstrated teamwork and leadership abilities with an ability to effectively communicate with supervisors, co-workers, and members of the public
- Demonstrated ability to effectively manage workplace conflict with co-workers and de-escalate patron issues
- Ability to demonstrate ownership of personal development and the development of the team as a whole
- Demonstrated ability to assess the performance of aquatic staff and to provide appropriate and timely feedback in response
- Ability to meet various deadlines in a constantly changing service environment
- High level of creativity and flexibility and a willingness to adapt to change
- 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