



JOB DESCRIPTION

Title	Head Lifeguard	Pay Grade	A07 - Outside
Department	Community Services	Location	Aquatic & Fitness Centre
Supervisor	Recreation Supervisor	Reviewed	February 2024

Nature and Scope of Work

Under the direction of the Director of Community Services, the Head Lifeguard reports on day-to-day operations to the Recreation Supervisor. The Head Lifeguard holds the responsibility of leading the aquatics staff team and pool operations.

Duties

1. Coordinate aquatic staff schedules and shift changes.
2. Assist Recreation Coordinator with coordinating lesson programs and rentals.
3. Coordinate and implement upper level aquatic courses and training opportunities.
4. Supervise, coach and mentor aquatic staff and provide day-to-day leadership of the aquatics staff team as required.
5. Coordinate and lead regular staff in-service training sessions.
6. Monitor aquatic supplies and equipment requirements including first-aid supplies and follow up with Recreation Supervisor on purchases.
7. Track and monitor all aquatic staff training requirements to ensure compliance.
8. In consultation with the Recreation Supervisor and Maintenance/Lifeguard Instructor, ensure the Pool Safety Plan is updated as required.
9. Ensure the health and safety of patrons and staff; follow up with supervisory staff as required.
10. Provide day-to-day customer service as required.
11. Assist with creating and updating aquatic policies and procedures.
12. Coordinate and implement pool special events.
13. Implement Lifeguard-Instructor responsibilities as required including:
 - Lifeguarding and first aid.
 - Instructing programs, lessons and aquafit.
 - Pool maintenance and water chemistry.
 - General facility maintenance.
 - Cashiering and customer service.
14. Perform other related work as required.

Required Skills and Knowledge

1. Leadership experience in the aquatics industry.
2. Skills and experience supervising/leading staff and demonstrated team building skills.
3. Strong understanding of pool operations.
4. Excellent communication and customer service skills.
5. Ability to adapt to a work environment with ongoing changes.
6. Strong organizational and computer skills.
7. Strong swimmer; in excellent physical condition.
8. Demonstrated understanding of health and safety requirements in an aquatic environment.
9. Understanding of the B.C. Pool Regulation (B.C. Reg. 296/2010) and B.C Guidelines for Pool Operations.
10. Minimum 2 years' experience as a Lifeguard Instructor.

Required Qualifications

1. Current Lifesaving Society National Lifeguard Award, Pool Option.
2. Current Airway Management & Oxygen Administration (AMOA) Certification.
3. Current Swim Instructor certification (Lifesaving Society Swim for Life program).
4. Aquatic Emergency Care or Standard First Aid CPR 'C'/AED.
5. Upper Level Training Certification (Lifesaving Instructor/Examiner, National Lifeguard Instructor, Swim for Life Trainer).
6. Aquafit Certification or willing to obtain (CFES, BCRPA or equivalent).
7. Pool Operators I or willing to obtain.
8. Pool Operators II and Standard First Aid Trainer certification would be an asset.
9. Chlorine Handlers Certificate would be an asset.
10. Ability to pass and maintain a Police Information Check including the vulnerable sector section.
11. Valid B.C. Driver's License (Class 5).

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE Collective Agreement.
2. Non-normal shift; 40-hours a week, scheduled as required for operations which could include early mornings, evening and weekends.