



CENTRAL COAST REGIONAL DISTRICT

CENTENNIAL SWIMMING POOL, HAGENSBORG, B.C.

JOB DESCRIPTION FOR HEAD GUARD

Hours of Work: Part time to full time, shift work required (pool hours of operation 8:00 AM to 9:00 PM) seven days per week, mid May to mid September (no overtime will be scheduled).

Rate of Pay: According to Pay Scale Policy A-12(b)

General Statement of Duties: Answering to the Pool Manager, and to the Centennial Pool Commission, the Head Guard, while on duty, is responsible for the conduct and safety of all persons in or near the pool.

Duties and Expectations

Include, but may not be limited to:

1. General

- Will take on the Pool Manager's position during his/her absence;
- Protect and safeguard the life and safety of swimmers and fellow staff members, and protect pool property, equipment and facilities;
- Prevent accidents, and should an accident occur, provide immediate emergency care and assistance;
- Ensure that all pool users adhere to all pool health and safety standards;
- Perform general pool and facilities maintenance tasks as assigned, including but not limited to pool water chemistry tests, pool vacuuming, and facilities clean-up;
- Assist with public swim, admissions, passes, registrations and bookings, along with applicable fees, recording such, and issuing official receipts for all registrations and bookings, recording attendance on daily attendance sheets;
- Assist Pool Manager as required and assigned, to reconcile daily cash, submitting accurate daily monies and applicable records to Pool Commission designate in a timely fashion;
- Report to the Pool Manager any feedback/comments/complaints received from the public at large regarding pool programs, scheduling, and pool operations in general;
- Assist Commission and Pool Manager in establishing and evaluating aquatic programs;
- Assist Pool Manager and Head Instructor in the planning and supervision of water recreation activities, public education, games and special events;
- Perform duties as assigned.

2. Instructing

- Teach and evaluate all swimming lessons as assigned;
- Perform instructional and supervisory tasks related to all swimming, lifesaving, and water safety courses.

3. Guarding

- Perform on-deck lifeguarding tasks as assigned.

Parameters of Position:

- Employee is expected to report to work as per posted schedule; employee is expected to arrange for another equally qualified employee to cover any expected absence from scheduled work - with the prior approval of the Pool Manager.

Qualifications: Include but may not be limited to:

- 16 years of age (minimum)
- National Lifeguard Service - pool certification.
- CPR-C
- Pool Operators Certificate or equivalent experience
- Standard first aid or equivalent
- WSI or LS
- WHIMIS.

The position of Head Guard requires an individual who has initiative and desire to undertake additional training in emergency care, pool maintenance, life guarding and swimming instructor if required or offered by the Commission.