



CCRD CENTENNIAL SWIMMING POOL, HAGENSBORG, B.C.

Position Description: Assistant Lifeguard / Swim Instructor

Hours of Work: Part time to full time, shift work required (pool hours of operation 7:00 AM to 8:00 PM) five days per week, June to August.

Rate of Pay: According to Pay Scale Policy A-12(b) \$20.50-2\$4.00

General Statement Reporting to the Pool Manager or designate, the Assistant Lifeguard / Swim Instructor while on duty, is responsible for the conduct and safety of all persons in or near the pool. Assistant Swim Instructors will support Swim Instructors to deliver swim lesson programming in accordance with their certification level. This position is also required to provide assistance with pool operations and maintenance.

Duties and Expectations

Include, but may not be limited to:

1. General

- Perform duties as assigned by the Pool Manager or designate
- 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 (if certified), pool vacuuming, and facilities clean-up;
- Assist with public swim, admissions, passes, registrations and bookings, along with applicable fees, recording such, issuing official receipts for all registrations and bookings, and recording daily attendance;
- Assist Pool Manager or designate, and CCRD Staff, to reconcile daily cash, submitting accurate daily monies and applicable records to the Pool Manager or CCRD Finance Department/Executive in a timely fashion;
- Report to the Pool Manager or designate any feedback/comments/complaints received from the public at large regarding pool programs, scheduling, and pool operations in general;
- Assist in the evaluation of aquatic programs as required;
- Assist in the planning and supervision of water recreation activities, public education, games and special events;
- Attend and participate in in-service training sessions.

2. Guarding

- Assist in performing on deck lifeguarding tasks as assigned.

3. Instruction

- Assist in teaching and evaluating all swimming lessons as assigned, in accordance with their certification level
- Assist in performing instructional and supervisory tasks related to all swimming, lifesaving, and water safety courses, in accordance with their certification level.

Parameters of Position:

- Employee is expected to report to work as per posted schedule; If leave is required during scheduled work time, this must be confirmed with the Pool Manager with as much advance notice as possible.

Desired Qualifications: Include but may not be limited to:

- 15 years of age (minimum)
- National Lifeguard (Pool) Certification
- Standard First Aid and CPR-C Certification (current within 3 years)
- WHIMIS
- Satisfactory Criminal Record Check
- Swim for Life Instructor Certification is an asset
- Lifesaving Instructor Certification is an asset
- Pool Operators Level 1 Certification is an asset