

TOWNSHIP OF NORTH HURON  
POSITION PROFILE

---

Position Title        **INSTRUCTOR LIFEGUARD**

Department        **RECREATION DEPARTMENT**

Reports to Title **DIRECTOR OF RECREATION & FACILITIES**

Revised: August 2017

---

Pay range:                **Refer to Part-Time Wages-Recreation Department**

Position status:        **Part-Time**

Pay method:            **Hourly Paid**

Normal workweek:     **10-30 hours per week**

Hours over 37.5 to 44.0 hours in a week: **Paid at straight time**

Overtime greater than 44.0 hours in a week: **Paid at time and a half**

Location:                **North Huron Westcast Community Complex**

---

## **A – POSITION DESCRIPTION**

### **1. Scope of Position:**

The Instructor Guard is jointly responsible with the entire aquatic staff for the operation of programs in the aquatic facilities in the Township of North Huron. The main facility is currently the swimming pool at the North Huron Westcast Community Complex.

The Wingham Facility Manager is responsible for the physical resources of the North Huron Westcast Community Complex, including all program areas.

The Instructor Guard reports directly to the Head Guards, Senior Guards and Aquatic Supervisor.

---

### **2. Key Responsibilities**

(a) Ensures money is properly handled

(b) During Instructional Shifts:

- Prepare core and daily lesson plans for each level assigned
- Complete mid-session reports and progress cards which will be reviewed by the Head guards prior to the last lesson
- Ensure classes begin/finish on time
- Maintain program standards by reviewing skill of all swimmers
- Assist with uncooperative children
- Supervises Assistant Instructors
- In charge of deck set up and clean up prior to and following lessons
- Ensure detailed lesson plans are left for replacement staff

- Maximize time in the water, minimize deck instruction time
- Worksheets and unclaimed report cards will be submitted to the Head Guard at the completion of the session
- Respond to major and minor incidents that could occur during lessons and document accordingly
- Respond to First Aid incidents and document accordingly

(c) During guarding shifts:

- Responds to major and minor incidents during recreational swims with proper documentation
- Enforce pool rules to maintain a safe and enjoyable pool environment
- Promote positive public relations and public image of the facility
- Respond to inquiries and concerns from the public and pass information onto the Aquatic Supervisor

(d) Other:

- Assist with special events at the pool
- Instruct Aquafit classes several times per week
- Monitor cleanliness of pool and staff areas
- Attend and take an active role in staff trainings and/or meetings as scheduled
- Keep qualifications up to date and pursue further training
- Act as a role model and endeavour to work as a team member with co-workers: set an example for other staff
- Perform all other duties as assigned by the Head Guard, Senior Guard and Aquatic Supervisor

---

### 3. Key Relationships

**Internal**

*Head Guards and Senior Guards*

Daily interaction re: work assignments, direct supervision, etc.

*Aquatic Supervisor*

*Daily Interaction re: Aquatic Programs of Township of North Huron*

*Wingham Facility Manager*

*As required*

*Assistant Instructors Guards*

Daily interaction re: Work assignments, direct supervision, etc.

**External**

*Public*

Daily re: Aquatic program issues

***Strong interpersonal, technical, and communication skills are essential to perform this position competently.***

---

**4. Decision Making Authority and Judgement Used**

The Instructor Guard is encouraged to make recommendations to Aquatic Supervisor for improving the efficiency and effectiveness of their duties.

Judgement is required:

- To deal with members of the public
  - To fulfill duties with care and recognition of safety issues
- 

**5. Problem Solving Responsibility**

Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

---

---

**B – POSITION SPECIFICATIONS**

**The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation or degree but have compensating work experience.**

**1. Formal Education and Training**

*Certificates/Awards required:*

- Current First Aid and CPR
  - Current National Lifeguard
  - Current Lifesaving Instructor
  - Waterart Certification - Recommended
- 

**2. Work Experience**

**Minimum Years Required**

NHWCC Assistant Instructor –Recommended

1 year

---

**3. Other Key Skills**

- Strong supervisory and teaching skills
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Good time management skills
- Management and leadership ability
- Excellent organizational skills
- Self-motivated
- Customer service oriented
- Excellent physical condition

---

---

## **C – POSITION CHARACTERISTICS**

### **1. Impact & Accountabilities**

The Instructor Guard is responsible for Aquatic programs under their direction within their scheduled shifts.

A person performing this position competently can promote a profession image for the recreation department.

---

### **2. Supervisory Responsibility**

Directly supervises the clientele of the Aquatic Centre and indirectly the Assistant Instructors.

---

---

## **D – WORKING CONDITIONS**

### **1. Physical Effort and Environment**

Instructor Guards will work a variety of hours including early mornings, evenings and weekends.

Instructor guards must always be physically ready to respond to emergency situations.

Instructor guards teach Aquafit one or more times per week in extremely warm conditions in the aquatic environment.

---

### **2. Mental Effort**

During lessons, aquafit classes and all recreational swims 100% mental attention and concentration is required to prevent and respond to emergencies.

---

---