

TOWNSHIP OF NORTH HURON
POSITION PROFILE

Position Title **SENIOR INSTRUCTOR LIFEGUARD PART TIME**

Department **RECREATION DEPARTMENT**

Reports to Title **POOL SUPERVISOR**

Revised: August 2017

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

Position status: **Seasonal, Part-Time**

Pay method: **Hourly Paid**

Normal workweek: **20-35 hours**

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

Location: **North Huron Wescast Community Complex**

A – POSITION DESCRIPTION

1. Scope of Position:

The Senior Instructor Guard performs all the duties of a Head Guard, and is responsible under the Aquatic Supervisor for the operation of all programs in the aquatic facilities in the Township of North Huron. The main facility is currently the swimming pool at the North Huron Wescast community Complex.

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

The Senior Instructor Guard reports to the Aquatic Supervisor.

Supervises aquatics program staff (Head instructor lifeguards, Instructor lifeguards and Assistant instructors) working at the North Huron Wescast community Complex during the absence (vacation) of the Aquatic Supervisor.

2. Key Responsibilities

- (a) Ensures money is properly handled
- (b) Maintain proper pool records in accordance with Ontario health Regulations, WHMIS and the Township of North Huron

During Instructional Shifts:

- Prepare core and daily lesson plans for each level assigned
- Complete mid-session reports and progress cards
- Ensure classes begin/finish on time

- Maintain program standards by reviewing skill of all swimmers
- Manage uncooperative children
- 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
- Completed worksheets and unclaimed report cards will be submitted to the Aquatic Supervisor 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 and ensures proper documentation
- Restrict the use of or close facility when dangerous conditions exist
- Ensures that all opening and closing procedures are completed
- Ensures pool readings are recorded at the start and finish of each shift plus a minimum of every two hours in between
- Enforce pool rules to maintain a safe and enjoyable pool environment
- Assigns maintenance tasks to staff at the beginning of the shift
- Ensures there is sufficient staff on deck at all times
- Supervises instructor guards and assistant guard during designated shifts
- 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 Aquatic Supervisor with administrative duties which include inventory of aquatic materials and supplies, lesson stats, bulletin boards and anything else requested
- Teach and administer Aquatic Advanced courses
- Perform staff trainings
- Supervise all aquatic staff –Head guards, instructor guards and assistant instructor while the Aquatic supervisor is absent
- Assists with special events at the pool
- Instructs Aquafit classes several times per week
- Contributes to cleanliness of pool and staff areas
- Keeps all qualifications up to date and pursue further training
- Acts a role model and endeavor to work as a team member with co-workers: set an example for other staff
- Perform all other duties as assigned by the Aquatic Supervisor

3. Key Relationships

Internal

Aquatic Supervisor

Daily interaction re: Aquatic Programs of Township of North Huron

Wingham Facility Manager and/or Recreation Operator

As required

Head Instructor Guards

Interaction re work assignments and in the absence of the Aquatic Supervisor

Aquatic Instructor Guards and Assistant Instructor Guards

Interaction re: work assignments, direct supervision etc.

North Huron Recreation Staff

Interaction as required to ensure smooth operations of the Aquatic Center when the Aquatic Supervisor is absent.

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 North Huron Recreation Department is split functionally into two parts: (1) the physical plants; (2) the recreation and leisure programs.

The Aquatics Supervisor is responsible for all Aquatic Programs in North Huron. The Senior Instructor Guard Position is responsible during opening shifts, evening shifts and weekend shifts when on shift during these hours.

In the absence of the Aquatic Supervisor (during vacation time) the Head Guard will report to the Senior Instructor Guard.

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

Judgement is required:

- To provide guidance to supervised staff
- To deal with members of the public

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:

Knowledge of and experience in pool operation, maintenance, and regulations

Current First Aid and CPR

Current NLS

Current Lifesaving Instructors

Aquafit/Waterart

Advanced Aquatic Leadership Training such as Instructor Trainer or NLS Instructor,

Examiners– Recommended

First Aid & CPR Trainer – Recommended

Aquatics Supervisor Course - Recommended

Aquatic Facilities Operations Course – Level 1 – Recommended

It is expected that Senior Guards will possess a combination of Advanced Course Instructor Certifications in order to assist with Guard Training and Recertification.

2. Work Experience

Minimum Years Required

Experience as a Instructor Lifeguard and aquafit instructor	2 Years
NHWCC Staff prior to Senior instructor Guard Position-Recommended	2 years

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 Senior Instructor Guard is responsible for Aquatic programs in North Huron within their scheduled shifts.

The Senior Instructor Guard works independently with minimum supervision.

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

2. Supervisory Responsibility

Directly supervises the clientele of the Aquatic Centre and all aquatic staff when necessary.

D – WORKING CONDITIONS

1. Physical Effort and Environment

Senior Instructor guards will have to work a variety of hours including early mornings, and when necessary evenings and weekends. Senior Guards are hired to work day shifts during times when students are unavailable to work and for this reason, Senior Guards are in high demand and difficult to recruit.

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

Senior Instructor guards teach Aquafit several times per week in extremely warm and humid 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.
