

# **CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET**

## **JOB DESCRIPTION**

**TITLE:** Lifeguard / Instructor

**SERVICE:** Parks and Recreation Department

**SUPERVISOR:** Director of Parks and Recreation

---

### **SUMMARY OF FUNCTIONS**

Under the supervision of the Director of Parks and Recreation, the lifeguard is responsible for monitoring swimming areas, ensuring the safety and well-being of users to prevent accidents and be able to intervene in the event of an emergency. As an instructor, he will also be able to offer swimming lessons and exchange with swimmers, answering their questions, to ensure a pleasant and worry-free experience. The employee helps supervise lifeguards for the township's two swimming pools.

### **DUTIES AND RESPONSIBILITIES**

#### **1. PROGRAM / SERVICE**

##### **A. Surveillance and Security:**

- Supervise swimmers to prevent accidents by applying policies, procedures and regulations governing the conduct of bathers,
- Respond effectively to emergencies,
- Perform rescues and provide first aid as required to sustain life,
- Teach customers safe swimming habits,
- Apply the safety rules and regulations of the pool,
- Perform rescues and administer first aid in case of emergency.

##### **B. Management and Coordination:**

- Assist the Head Lifeguard in the day-to-day management of the pool's operations,
- Participate in the organization and supervision of aquatic activities,
- Report potential hazards and unsafe conditions to the Head Lifeguard,
- Perform the tasks required for the admission of customers, to the facilities, around the pool and in the water,
- Compile statistics related to programs.

**C. Care and Maintenance:**

- Ensure the maintenance and cleanliness of the pool facilities,
- Ensure that the rescue equipment is in good condition,
- Ensure the maintenance and cleanliness of the changing rooms, locker rooms, shower, washrooms and swimming pool,
- Report known or potential hazards and unsafe conditions to the Head lifeguard,
- Perform water quality tests (chlorine, pH, temperature).

**D. Relations with the Public:**

- Offer swimming lessons to registered users (minimum of 2 lessons per week),
- Maintain good relations with pool users,
- Provide accurate information on programs and schedules,
- Lead activities and welcome swimmers,
- Maintain professional relationships and provide accurate program and schedule information to the public,
- Wear appropriate clothing as determined by the municipality. (The clothing is easily identifiable and bears the inscription "SAUVETEUR or LIFAGUARD" in capital letters),
- Participate in welcoming swimmers, lead activities that take place at the pool, take part in the organization and realization of special activities.

**2. HUMAN RESOURCES**

None.

**3. FINANCIAL RESOURCES**

Maintaining a petty cash

**4. MATERIAL RESOURCES**

- The employee is responsible for the materials and equipment assigned to him by the municipality.

**SKILLS AND EFFORT**

**5. KNOWLEDGE / EXPERIENCE**

- Hold a high school diploma, in the process of obtaining it or equivalent,
- Hold a National Lifeguard (NLS) certificate- Lifesaving Society,
- Bronze medal and cross,
- First Aid Training, CPR Level C,
- Water safety instructor an asset,
- Organizational skills and ability to work independently,
- Good oral and written communication skills in both official languages,
- Provide excellent customer service and ability to resolve conflicts effectively,

- Ability to work with a team of lifeguards,
- Certificate of use of the automated external defibrillator (AED certificate),
- Have a minimum of one (1) month of experience in the field.

## **6. PHYSICAL AND MENTAL EXERTION**

- This position requires physical effort and ability to perform manual tasks and work outdoors,
- Occasional and short-lived periods of mental focus.

## **7. JUDGMENT**

The work is conducted under the direction of the Director of Parks and Recreation in accordance with municipal by-laws and environmental protection standards.

The holder shall exercise his judgment:

- Ensuring that users comply with regulations and standards,
- Ensuring that users comply with on-site safety guidelines and standards.

## **8. INTERPERSONAL SKILLS**

The incumbent will be required to demonstrate interpersonal skills to interact with his immediate supervisor (Head Lifeguard and Assistant Head Lifeguard) and the public.

Contact:

### **INTERNAL:**

- Regular contact with people in the organization and in the Service.

### **EXTERNAL:**

- Regular contacts, the clientele served and the public.

## WORKING CONDITIONS

### 9. ENVIRONMENT

The work is carried out in a variable weather context, which can sometimes reach extreme conditions. This includes, but is not limited to, high or low temperatures, heavy rainfall, high winds, and other unpredictable weather conditions. (heat, severe weather, humidity). The employee agrees to take all necessary measures to ensure the safety of all despite these conditions.

### 10. CONTROL OF THE WORKING SCHEDULE

This is a summer job. Hours of work are the normal operational hours of the Parks and Recreation Department and depend on weather conditions, the number of courses delivered and the number of participants. The incumbent may work up to 40 hours per week.

Note: This document was written using the masculine gender only for the purpose of lightening the text. It is agreed that all genders are an integral part of this document.