

# Lifeguard I

## Job Description

<b>Reports to:</b>	<b>Aquatics Team Leader/Senior Programmer - Aquatics</b>
<b>Division:</b>	<b>Parks &amp; Recreation</b>
<b>Business Centre:</b>	<b>Recreation &amp; Programs</b>
<b>Team:</b>	<b>Aquatics</b>
<b>Date Updated:</b>	<b>2025</b>

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**Job Scope:** The Lifeguard I is responsible for general lifeguarding and instructing duties as well as assisting with monitoring pool activities, enforcing safety rules, providing basic first aid, and maintaining a clean and safe environment for all swimmers and visitors.

### Key responsibilities of the job are as follow:

#### 1. General responsibilities:

- **Lifeguarding** - while lifeguarding ensure the safety of the users at all times through education and, if necessary, perform rescues and first-aid as required;
- **Instructing** - when instructing, plan each lesson, evaluate student's progress, provide constant safety supervision and discuss progress with participants or parents as required;
- Ensure standard operating procedures are being followed;
- Assist in orientating new staff, handle customer inquiries/concerns and ensure that daily operational duties are covered and completed to standards;
- Ensure work carried out complies with environmental and safety legislation and the Town's OH&S guideline;
- Provide friendly and professional customer service to guests, answering questions and addressing concerns;
- Ensure that daily operational duties are covered and completed to standards;
- Ensure facility, change rooms, pool, hot tub and equipment are clean and well maintained;
- Provide support to Aquatics and other areas in Parks & Recreation as required, including performing other duties as assigned to facilitate special events and emergency situations;
- Promote and participating in safety training in pool usage and operations;
- Ensure equipment is being maintained and used as per standard operating procedures;

#### 2. Other responsibilities:

- Participate in cross training duties and on-call work, to ensure that Aquatic operations have coverage on all shifts;
- Identify areas of improvement, concern or potential risk;
- Open/close facility in the absence of Senior Lifeguards or Supervisor;
- Projects as assigned.

### Qualifications and required skills:

- **Education:** Equivalent High School Diploma. Must be at least 18 years if age.

- **Certifications:** National Lifesaving (NL), Lifesaving Instructor (LSI) with Swim for Life, and Intermediate First Aid, CPR – level C is required. Possession of Pool Operations I and Aqua-fitness (CALA/Water Art) are considered assets.
- **Experience:** 1 or more years of related work experience required.
- Aptitude for working with children.
- Demonstrated safety awareness and customer focus is required.
- Strong communication and interpersonal skills.
- Ability to work as part of a team.
- Positive attitude and a commitment to maintaining safety and order.
- Ability to remain calm in stressful or emergency situations.
- Ability to work flexible hours including evenings, weekends, holidays, shift work and split shifts is required.
- Sound knowledge of current community resources and services is an asset.
- Ability to swim proficiently and participate in physical activities.
- Ability to stand or sit for extended periods.
- A valid Police Information Check with Vulnerable Sector Search.
- Computer skills (Microsoft Office Suite).