



POSITION DESCRIPTION

POSITION TITLE:	Pool Head Guard (Vacant)	
DEPARTMENT:	Recreation	SALARY GROUP: Casual Wage Grid Pool Programs
GENERAL SUPERVISOR:	Pool Supervisor	
POSITIONS SUPERVISED:	Instructor Guards	

POSITION SUMMARY:

To assist in providing direction and supervision as required to employees. To assist Pool Supervisor to ensure a safe and healthy environment is maintained for all patrons. To assist in promoting programs at the pool that will ensure a fun and enjoyable summer.

PRINCIPAL RESPONSIBILITIES:

- 1) Must be at the pool ready to begin your shift 15 minutes before the pool opens.
- 2) Be aware of and able to take over the daily operational duties of the Pool Supervisor if or when deemed necessary.
- 3) Assist the Pool Supervisor with the efficient operation of the pool facility and all swimming programs.
- 4) Assist the Pool Supervisor with all of his/her duties as required or assigned.
- 5) Instruct approved "Life Saving Society" programs and other swimming programs as may be required and approved by the committee and be properly prepared for instructional classes according to the prepared schedule.
- 6) Instruct and educate all users of the pool concerning the "Rules of the Pool" and ensure of their observance.
- 7) Responsible for the maintenance and cleanliness of the pool deck, pool tank, change rooms, office, all washrooms, all related equipment and adjacent areas of the pool as assigned by the Supervisor.
- 8) Maintain adequate records including:
 - Progress reports – to include list of students and levels achieved Test sheets
 - Lesson plans
 - Attendance
 - Accident reports
 - Incident reports
 - Daily Cash Sheets
 - Pool Records Log Book
 - Other forms as required

- 9) Maintain safety procedures and standards according to all health and safety regulations and report any concerns regarding safety to the Pool Supervisor.
- 10) Respond effectively to all emergency situations in the pool area and be thoroughly familiar with emergency procedures.
- 11) Attend and actively participate in staff training and staff meetings.
- 12) While on duty, each lifeguard will wear a proper one-piece aquatic swimwear that needs to be approved by the Pool Supervisor. Each lifeguard will ensure that they also carry a whistle, wear an identifiable pinnie and a properly equipped fanny pack when on duty. Ref: Reg 565, s.17.5 The purpose of the lifeguard pinnie is to make the lifeguard stand out so they are readily distinguished from bathers and spectators and can be quickly spotted in case of an emergency or when assistance is required.
- 13) Assist in the implementation of events, such as swim meets, special events, registrations, etc. Perform basic First Aid/CPR and Aquatic First Aid, when necessary.
- 14) Assist and record results with required water chemical testing, water temperature and be aware of the pool condition and pool tank. Ensure that chemical tests are done and recorded as required.
- 15) Maintain a good public image and promote good public relations at all times. Work with your Supervisor and fellow workers as a team committed to providing an enjoyable swimming season.
- 16) Assist with other related duties as directed by the Pool Supervisor or the Recreation and Facilities Manager.

QUALIFICATIONS (RECOMMENDED):

- Must be 17 years of age or older.
- Must hold current certifications in the following Lifesaving Awards:
 - National Lifeguard (NL) Award
 - Lifesaving Society Swim Instructor certification
- Hold a current Standard First Aid & CPR-C with AED certificate
- Current Vulnerable Sector Check
- Flexibility regarding assigned hours of work, including early mornings, days, evenings and weekends

CONDITIONS OF EMPLOYMENT: To be able to handle the stress of dealing with the public and children. Hours of work are for the summer months only and vary depending on the program(s). The program is run outdoors, and the weather may contribute to the condition of your employment. All lifeguards are subject to a Vulnerable Sector check at your own expense. To attend all training sessions as required by the Municipality. Wear all required personal protective equipment (PPE) as required when handling chemicals.

Prepared By: HB
Effective Date: February 2012
Reviewed: December 2024

Approved By: