

Position Description – Head Guard

Position Title: Head Guard

Department: Parks and Recreation

Position Summary: Responsible for the implementation of a safe aquatic program to the standards by the Health Act and our Department. The Head Lifeguard does not act in a supervisory role but rather in a supportive role assisting both the Pool Supervisor and other aquatic staff by sharing their knowledge of policy and procedures as well as regular lifeguarding/instructing duties

Supervision Received: Pool Supervisor
Manager of Operations

Preamble: Assists the Supervisor with planning and presenting a well-organized and safe Aquatic Program. Follows the guidelines set out by Provincial Licensing and White Valley Parks and Recreation Department. Supervises the public whenever the pool is open. Liaise with Village of Lumby staff on matters involving the pool. Provides support to all other pool staff members, maintains a high level of professionalism.

Hours of Work: Weekday, weekend and evening shifts

Responsibilities and Duties:

1. Ensures the safety at all times for staff and public.
2. Assists the Pool Supervisor with the implementation of the schedules of staff and pool activities.
3. Acts as a lifeguard during shifts modeling standards and expectations throughout the shift.
4. Prepares pool paperwork – water tests, cleaning/maintenance schedules, chemical adjustments, attendance sheets etc.
5. Follow-ups with local schools for swim program.
6. Keeps contact with Red Cross and Lifesaving Society and other applicable groups.
7. Keeps public informed on pool schedules/changes; does public and media relations.
8. Liaisons with local summer swim club.
9. Keeps inventory of pool supplies; orders supplies as needed.
10. Informs Parks Maintenance Staff of pool concerns.
11. Liaisons with local Health Department, ensures weekly water samples are submitted.
12. Keeps updates on current trends and keeps awards updated.
13. Assists other staff in performance of duties.
14. Ensures professionalism with the staff.

15. Organizes opening and shutdown procedures for pool.

Required Qualifications:

1. Current NLS, WSI, and CPR awards.
2. Proven leadership experience.
3. Proven Pool experience (preferred in outdoor or seasonal facility).
4. Knowledge of pool chemistry and filtration systems (Pool Operators level 2 preferred).
5. WHMIS
6. Other qualifications preferred (ie. LSI, NCCP, Aqua Fit)
7. Complete a criminal record check.
8. Participate in in-service training opportunities.
9. Ability to exercise courtesy, tact, and diplomacy ensuring a high level of customer service. Ability to interact in a positive manner with fellow staff and volunteers, parents, and other Village staff to promote excellent public relations.
10. Ability to work as part of a team, assisting other staff in the performance of their duties.
11. Ability to exercise independence of judgment in handling properties relative to assigned work.