

**NORTHERN ROCKIES REGIONAL DISTRICT
JOB OPPORTUNITY
INSTRUCTOR/LIFE GUARD**

PERMANENT FULL-TIME POSITION

- Starting:** March 22nd, 2010 (*Employment is dependent on a successful criminal record check*)
- Status:** Full-Time Permanent Position; Probationary Period: 3 Months
- Hours:** 40 hours per week – shift work is required
- Rate:** \$24.15 per hour as per the collective agreement. Shift premium of \$1.00 per hour for all hours worked after 6pm. (Note: 90% probationary rate may be applicable dependent upon applicant's current status)
- Duties:** Responsible for the health, safety, and welfare of those using the Municipalities aquatic facilities. A life guard's major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents. Life guards also assist with regular programming and special events, complete janitorial/maintenance tasks, collect admission fees, and prepare reports/cash control sheets as required. As an instructor this employee will provide instruction to various age groups in swimming, diving, and aquatic fitness activities. A complete job description is available on request and interested parties are encouraged to read the full description prior to applying.
- Qualifications:** Completion of Grade 12 education, or an equivalent combination of education, experience and knowledge; minimum of 16 years of age or older; current "*National Lifeguard Service*" Certificate; one of a current "*Aquatic Emergency Care*" Certificate OR a current "*Standard First Aid*" Certificate OR a current "*Occupational First Aid – Level 1*" Certificate; and a current "*Red Cross Water Safety Instructor*" Certificate.
- Preference may be given to candidates 19 years of age and older due to operational requirements.
- Applicants are invited to respond in the form of a detailed resume and cover letter outlining education, experience, and qualifications. Please include an email address so we may contact you to acknowledge receipt of your application; for three recent work references; and to notify you of the outcome.
- Apply to:** Erin La Vale, Human Resources, Safety & Research Officer
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399
Fort Nelson, BC V0C 1R0
Fax - 250-774-6794
Email: elavale@northernrockies.ca
- Closing:** 4:30 pm, Monday, March 8, 2010

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description LIFEGUARD INSTRUCTOR

Description

Reporting to the Director of Recreation Services, Recreation Program Director, Aquatic Coordinator, or designate, the employee in this position is responsible for the health, safety and welfare of those using the District's aquatic facilities. A lifeguard's major responsibility is to observe swimmers and enforce regulation in the guarding of life and the prevention of accidents. As an instructor this employee will provide instruction of various age groups in swimming, diving and aquatic fitness activities.

Essential Functions

- Supervise the activities of swimmers by enforcing rules and regulations
- Warn swimmers of improper activities or hazards
- Rescue persons in distress or in danger of drowning, providing rescue breathing, CPR and First Aid as necessary
- Notify facility and department managers and complete detailed reports of any incidents, rescues, or problems that have arisen
- Report to the facility manager any equipment that is in need of repair
- Perform janitorial, maintenance and water-testing tasks as required, including maintenance of the pool and related areas, and periodic supervision and custodial needs of locker/change rooms
- Receive admission fees, register participants, sell facility passes, and make other financial transactions including nightly cash outs and deposits when required
- Teach beginning and advanced classes in lifesaving, swimming and diving
- Plan classes and secure materials and equipment used for them
- Assist with the planning and implementation of special events and programs
- Attend staff meetings and /or "in-service training sessions" when required
- Present a professional appearance and attitude at all times, and maintain a high standard of customer service
- Maintain harmonious relationships with clients and coworkers
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health & safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively towards an efficient and effective work environment

Note

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Required Knowledge, Skills and Abilities

Knowledge of:

- operation of an aquatic facility, including sanitation and chlorination systems, maintenance, safety, and public relations;
- aquatic facility cash management operations and record keeping;
- principles, practices and application of lifesaving and first aid techniques;
- First Aid Training, CPR and other safety programs;
- rules and regulations governing conduct of public at pools;
- methods and principles in instructing groups of children, teens and adults; and
- Customer service standards and procedures.

Ability to:

- react calmly and effectively in emergency situations;
- apply approved life-guarding and lifesaving techniques;
- keep privileged information confidential;
- recognize hazardous situations and adopt effective courses of action;
- engage positively with the public;
- provide information pertaining to the aquatic facilities and programs offered; and,
- maintain harmonious relationships with any and all facility patrons and other staff members.

Education, Qualifications, Licenses and Certificates

- Completion of Grade 12 education, Certification in Pool operations, or an equivalent combination of education, experience and knowledge
- Minimum of 16 years of age or older
- Current "*National Lifeguard Service*" Certificate
- A current "*Red Cross Water Safety Instructor*" Certificate
- One of a current "*Aquatic Emergency Care*" Certificate OR a current "*Standard First Aid*" Certificate OR a current "*Occupational First Aid – Level 1*" Certificate