



## **Lifeguard/Instructor (Full-time Permanent)** (Posting #2019-15)

A lifeguard'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.

### **Qualifications/Knowledge/Skills/Abilities**

- Completion of Grade 12 education, current "National Lifeguard" Certificate; one of a current "Aquatic Emergency Care" Certificate OR a current "Standard First Aid" Certificate; an Automated External Defibrillator Responder (AED-R) Certificate; and a current "Red Cross Water Safety Instructor" Certificate; or an equivalent combination of education, experience and knowledge.
- Minimum of 16 years of age or older; preference may be given to candidates 19 years of age and older due to operational requirements.
- Must possess exceptional communication skills to provide excellent customer service in a professional, efficient and timely manner.
- The individual in this position has frequent contact with the public; therefore, considerable tact and diplomacy is required.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.

### **Status/Hours/Shifts**

Full-time Permanent; 40 hours per week; shift work (evenings and weekends will be required)

### **Rate**

Lifeguard/Instructor: \$27.91 to \$30.55 per hour as per the collective agreement (Note: 90% probationary rate may be applicable dependent upon applicant's current status)

### **How to Apply**

A complete job description is available on our website at [www.NorthernRockies.ca](http://www.NorthernRockies.ca) under Human Resources and applicants are encouraged to review it prior to applying. Please apply with your resume and cover letter via mail, e-mail or fax to:

**Erin La Vale, CPHR**  
**Deputy CAO/Director of Human Resources**  
**NORTHERN ROCKIES REGIONAL MUNICIPALITY**  
**Bag Service 399 | Fort Nelson, BC | VOC 1R0**  
**Fax: 250-774-6794      Email: [jobs@northernrockies.ca](mailto:jobs@northernrockies.ca)**

Applications will be accepted until **4:30 pm on Wednesday, May 15, 2019.**

Please include an email address so we may contact you to acknowledge receipt of your application.

Please see the job description for a full position description and a list of the qualifications, required knowledge, education and skills necessary to perform the job.

***The Northern Rockies Regional Municipality is an equal opportunity employer.  
This is a bargaining unit position and the recruitment process is governed by the Collective Agreement  
between the Northern Rockies Regional Municipality and CUPE 2167.***

# NORTHERN ROCKIES REGIONAL MUNICIPALITY

## Job Description LIFEGUARD INSTRUCTOR

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### **Description**

Reporting to the Aquatic Manager or designate, the employee in this position is responsible for the health, safety and welfare of those using the Municipality'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 CPR, AED 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 other specialty classes
- 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, AED 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*" Certificate
- A current "*Red Cross Water Safety Instructor*" Certificate
- One of a current "*Aquatic Emergency Care*" Certificate OR a current "*Standard First Aid*" Certificate
- AED Responder or Provider an asset