



Lifeguard/Instructor (2 Full-time Permanent) (Posting #2020-15)

The lifeguard/instructor provides aquatic safety and supervision of patrons, monitor activities in the water, pool decks, and ancillary areas of aquatic facility to prevent accidents, and to ensure the safety and well-being of patrons. Lifeguard/Instructors also perform rescues and administer first aid, CPR, an AED and oxygen as needed. As an instructor, this employee will plan and implement a variety of aquatic instructional programs such as water exercise and swim lessons to various age groups based on instructor certification.

Qualifications/Knowledge/Skills/Abilities

- Completion of Grade 12 education, current National Lifeguard Certificate, a current Standard First Aid CPR-C/AED Certificate, or an equivalent combination of education, experience and knowledge. A current Water Safety Instructor Certificate is an asset and require for instructor classification.
- 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: \$28.44 to \$31.13 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 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

Applications will be accepted until **4:30 pm on Tuesday, October 6, 2020.**

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.***

Position Title: Lifeguard Instructor
Department: Recreation
Reports To: Aquatic Manager or Designate
Employee Group: Union – CUPE
Wage Group: Lifeguard Instructor - Recreation

Date of Revision: July 2020

Position Summary:

Reporting to the Aquatic Manager or designate, the Lifeguard/Instructor monitors activities in the Aquatic Centre water basins, pool decks, and ancillary areas of the facility to ensure the safety of patrons and enforces safe swimming practices, pool policies, regulations and rules. Lifeguard/Instructors also perform rescues and administer first aid, CPR, an AED, and oxygen as needed. As an instructor this employee will provide instruction of various age groups in swimming, diving and aquatic fitness activities.

Responsibilities:

1. Specific Responsibilities

Provide aquatic safety and supervision of patrons, monitor activities in the water, pool decks, and ancillary areas of aquatic facility to prevent accidents, and to ensure the safety and well-being of patrons.

- 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, an AED, oxygen and First Aid as necessary
- Notify facility and department managers and complete detailed reports of any incidents, rescues, or problems that have arisen
- Apply approved life-guarding and lifesaving techniques

Plan and implement a variety of aquatic instructional programs such as water exercise and swim lessons to various age groups based on instructor certification.

- 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

Other related duties

- Report to the Aquatic Manager or designate any equipment that needs 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
- Attend mandatory “in-service training sessions” and/or staff meetings
- Provide information pertaining to the aquatic facilities and programs offered

2. Additional Responsibilities

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.

3. Statutory Roles

None.

Decision Making Accountability and Responsibility:**1. Decision Making Authority/Independence**

Written guidelines, policies and procedures exist for majority of tasks performed. Ability to exercise independent judgement and make informed decisions with a minimal amount of supervision with regards to recognizing hazardous, new or unusual situations in emergency circumstances. Receives direction from the Aquatic Manager or designate on non-routine matters.

2. Impact/Consequence of Error

Primary responsibility is for the health, safety and welfare of those using the aquatic facility to prevent drowning and other injuries from occurring. Error in judgement could have irreversible impact. Decisions consistently affect other Recreation Department employees, patrons and users of Recreation facilities and, at times, will affect the work performed in other departments. Inaccurate interpretation or relaying of information may result in complaints and/or financial loss to the Municipality.

3. Financial Impact

None.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts:**1. Internal**

Receives and provides routine information to other department and Municipal staff.

2. External

Provides service, information and education to the public in person regarding aquatic programs and certifications.

Working Conditions:**1. Environment**

Warm, humid, aquatic environment. May be exposed to chemicals used in aquatic facilities as well as biological fluids while rendering first aid and CPR. Weekend, early morning, and evening shifts will be required. Occasional overtime may be required.

2. Physical Effort

Must be able to maintain aquatic certifications and physical standards required and be fit to handle the varying levels of physical effort required for the position, including moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying.

Qualifications:**1. Formal Education**

Completion of Grade 12 education, or an equivalent combination of education
Standard First Aid with CPR/AED or equivalent
Current National Lifeguard –Pool Option Certificate
Current Water Safety Instructor and/or Lifesaving Instructor

2. Training/Experience

Minimum of 16 years of age or older

The following certifications would be an asset to have:

- Refrigeration Safety Awareness (RSA)
- Pool Operators I & II
- Fitness Theory
- First Aid Instructor
- National Lifeguard Instructor
- Waste Safety Instructor Trainer
- Lifesaving Instructor Trainer

3. Professional Designation/Licenses/Memberships

None require

4. Knowledge/Abilities/Special Skills

Knowledge of:

- the operation of an aquatic facility, including sanitation and chlorination systems, maintenance, safety, and public relations;
- principles, practices and application of lifesaving and first aid techniques and standards;
- first aid training, CPR/AED, oxygen and other safety programs;
- rules and regulations governing conduct of public at pools;
- methods and principles in instructing groups of children, teens and adults;
- customer service standards and procedures;
- recreation programs and activities;
- emergency procedures within facility; and
- operational procedures for designated position.

Ability to:

- react calmly and effectively in emergency situations;
- keep privileged information confidential;
- recognize hazardous situations and adopt effective courses of action;
- maintain harmonious relationships with any and all facility patrons and other staff members;
- problem solve, bring forward resolutions and recommendations;
- read and comprehend the English language to closely follow written procedures, guidelines and regulations (e.g., Health & Safety Program, Pool Safety Plan, WHMIS, WorkSafe BC Industrial Health & Safety Regulations);
- present a professional appearance and attitude at all times, and maintain a high standard of customer service;
- ensure 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 the operations, streamline work processes and work cooperatively towards an efficient and effective work environment;
- write incident and other workplace reports; and
- assist in the orientation of new staff to the position.

Special Skills or Other

- 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.



E Ê Ù ã « » Ù Ä Z Ê ‘ » ® › Ý Z › ! ® Ê Ä f ½ D ç Ä ® ‘ (: } W } • Ÿ v P E } X î î î X í ñ >] (P µ Ö l / v • š Ö µ š } Ö •

u v k k U @
u
#hk
j 7 #hk-# ° -) # † o @ # U

Á Á Á X E } Ö š Z Ö v Z } I] • X

Ö] v > s o U W , Z
% µ š Ç K l] Ö š } Ö } (, µ u v Z • } µ Ö •
E K Z d , Z E Z K < / ^ Z ' / K E > D h E / / W > / d z
P ^ Ö Ä] i ö ö n & } Ö š E o • } v U - ó ó - ö ö í Z i n & Æ W i ñ i
u] o W i } • } v } Ö š Z Ö v Ö } I] • X
o } •] v P d š W Ç U K š } Ö ò U î î î š ö W î i % u

s] •] š Á Á Á X E } Ö š Z Ö v Z } I] • X (} Ö



% Ç } (š Z i } % } • Ÿ v