



Aquatic Instructor/Guard Level II

*Established: Community & Protective Services Division
Pool*

Developed: November 15, 1989

Updated: July 9, 1999

April 19, 2004

Revised: July 2010

Reports to: Aquatic Instructor / Guard Operator or the Aquatic Supervisor

SUMMARY DESCRIPTION

The aquatic instructor/guard level 2 provides maintenance in the entire aquatic area, performs first aid on patrons or staff, teaches swimming lessons or instructs from the aquatic pool*, and provides lifeguard supervision to the public. The aquatic instructor/guard level 2 provides shift supervision and executes the water program to ensure safety and cleanliness. The aquatic instructor/guard level 2 works closely under the supervision of the aquatic instructor/guard operator or the aquatic supervisor.

WORK PERFORMED

Maintenance/Shift Supervisor Requirements

- Responsible to see aquatic area, change room and staff room are cleaned.
- Works in accordance with WHMIS, Municipal Health and Safety and safe work practices.
- Requirements of the day be completed by self, or aquatic staff working under your supervision, including daily, weekly, monthly and yearly maintenance
- All incidents, first aid, work orders or any out of the ordinary circumstance is attended to and reported with proper documentation.
- Coaches, assigns and directs work on their shift if supervising.
- Determines guarding, maintenance, first aid or instruction duty in absence of aquatic instructor- guard operator.
- Ensure compliance with safety procedures
- Communicates with aquatic supervisor or aquatic instructor- guard operator as per requirements on matters pertinent to their shift
- In the absence of the aquatic supervisor or aquatic instructor/ guard operator may be responsible for the evacuation of the building during an emergency, call in replacement staff, evict unruly patrons and follow established policy and procedures while doing so.

First Aid

- Provides first aid for patrons and other staff
- Must maintain minimum requirements and stay current on skills and knowledge
- Completes all appropriate documentation for first aid and incident reporting before leaving shift

Swimming Fitness / Instruction

- Provides swimming lessons/ or instruction in certifications that they are qualified in from our *aquatic pool
- Responsible for conducting and developing program and lesson plans for swimming instruction at all levels.

- Evaluates students' performance and maintain records of performance and attendance.
- Provides fitness instruction and provides music for program when qualified
- Provides screening for patrons unsure of their water safety level

Lifeguarding

- Promotes a positive perspective/relationship between the public and The Town of Hinton
- Provides lifeguarding at the level of National Lifesaving Certification
- Maintains a safe and enjoyable atmosphere for patrons
- Maintains fitness level and required certification at all times. Must be able to perform all skills of National Lifesaving Certification at all times
- Interacts with the public in a positive way to educate patrons in safety issues and models appropriate behavior in a pool environment.
- Participates in and possibly instructs portions of in-services
- Maintains confidentiality in all matters pool related.
- Deals positively with the handling of complaints and suggestions
- Ensures adequate guarding is in place at all times as per requirements and procedures.
- Provides technical guidance and immediate feedback on guarding to staff working under their supervision.

Chemistry / Operations

- Adjusts water chemistry to ensure the public safety at all times
- Maintains accurate records of water tests, chemical adjustments
- Responsible for daily records and water tests on shift
- Follows water program in a daily, weekly, monthly and yearly plan as set up by aquatic instructor/guard operator and aquatic supervisor. This includes but is not limited to overflows, backwashes on the sand filters, dumps, vacuuming, cleaning cells, traps or related activities up to and including working a shutdown
- Records chemical inventory/ orders from custodial lead hand
- Maintains confidentiality in matters pertinent to water chemistry, records and reports
- Responsible for emptying and acidizing wading pool and hot tub.
- Responsible for backwashing sand filters

Other Duties

- Attends "in-house" in-service training
- Possibly instructs portions of in-services
- Deal with patrons' questions and concerns regarding swimming lessons and pool schedules.
- Performs other duties as assigned by aquatic instructor/guard operator or aquatic supervisor

RELATIONSHIPS

Reports to: Aquatic Instructor / Guard Operator or the Aquatic Supervisor

KNOWLEDGE, ABILITY & SKILLS

- Must demonstrate fitness level/physical capabilities (as per requirements)
- Must be able to perform under stressful situations and be able to promote a positive attitude and model appropriate behaviour in the aquatic environment
- Must demonstrate sound judgement and performance in matters pertinent to safety, customer service and staff relations.

- Must demonstrate the ability to lead, mentor and direct junior staff on shift and also demonstrate the willingness to work closely with and under the supervision of Senior Aquatic Guard/Operator and Aquatic Coordinator.
- Must have well developed customer service skills and be comfortable educating patrons in matters of safety and policy in an effort to maintain a safe and enjoyable aquatic environment.
- Communicates and behaves in a manner that promotes effective positive team relationships
- Demonstrates a positive coachable attitude, willingness to learn and grow
- Demonstrates reliability
- Demonstrates sound judgment and performance in matters pertinent to safety, customer service and staff relations
- Demonstrates ability to work with minimal supervision

QUALIFICATIONS

Required

- Grade 12
- Age of Majority
- Current Standard First Aid course with CPR level C
- Current National Lifesaving Certification or equivalent
- Minimum of one year experience as aquatic instructor/guard level 1
- Certification in one or more courses from *aquatic pool. May be specified from the posted list based on customer demand/ need for particular qualification
- Police records check
- Child welfare check
- WHMIS certified

Preferred

- Other aquatic experience/certifications (work and volunteer) will be considered.