



Aquatic Instructor/Guard Operator

*Established: Community & Protective Services Division
Pool*

*Developed: November 15, 1989
Updated: July 18, 1999
April 19, 2004
October 23, 2009*

Reports to: Recreation Centre Supervisor

SUMMARY DESCRIPTION

Under the direction of the Aquatic Coordinator, the Aquatic Instructor/Guard/Operator is responsible for assigning, directing and overseeing the shift operation of aquatic services, programs, staff, safety, and pool operations and systems.

WORK PERFORMED

Maintenance/Shift Supervisor Requirements

- Determines guarding, instruction, maintenance, safety duties during their shift and assigns, coaches, and directs the staff duties.
- Responsible for a clean pool area, change rooms and staff room, overseeing and directing the work involved.
- Works in accordance of regulations for safety and updates procedures and manuals on the Aquatic Coordinator's advice.
- In the absence of the Aquatic Coordinator, may be responsible for the evacuation, arranging replacement staff; evict unruly patrons, rescheduling work load/staff, all according to regulations.
- Reporting pertinent matters, with proper documentation, to the Aquatic Coordinator.

Programs and Services

- Delivers, creates as assigned and evaluates programs, services, and events.
- Provides guidance to other instructors in delivering lesson programs
- Responsible for organization of administration and assignment of instructors to school lesson program.
- Provides screening for patrons unsure of their water safety level.

Safety

- Provides first aid for patrons or other staff
- Completes all appropriate documentation for first aid and incident reporting.

Personnel

- Assign, direct and oversee work during their shift and reports results to the Aquatic Coordinator or designate.
- Coaches staff as required.
- Instructs portions of 'in service' training where applicable.

Administration

- Orders and purchases day to day inventory, supplies, equipment, and chemicals under the direction of the Aquatic Coordinator.
- Record applicable information during their shifts.
- Under the direction of the Aquatic Coordinator, maintain, update, and file documents related to shifts, pool operations, and maintenance.

Operations / Chemistry

- Adjusts water chemistry to ensure public safety at all times
- Maintains accurate records of water tests, chemical adjustments on their shift
- Follows and revises the water program in agreement with the Aquatic Coordinator, performing all necessary steps to ensure safe water conditions according to regulations.
- Operate all controls, filters, and systems to maintain excellent water conditions.
- Recording and ordering pool chemicals and cleaning supplies.
- Maintains confidentiality and deals professionally in matters pertinent to water chemistry, records and reports
- May be required to supervise the yearly shutdown

Lifeguarding

- Provides lifeguarding at the level of the National Lifeguarding certification.
- Ensures adequate guarding is in place during their shift.
- Provides technical guidance and immediate feedback on guarding to staff working under their supervision.
- Able to perform all (physical) skills related to guarding and maintaining a safe and enjoyable environment.
- Interacts in a positive way with the public and models appropriate behaviour
- Maintains confidentiality and deals professionally in cases of complaints and requests
- Participates in and provides in-service instruction.

KNOWLEDGE, ABILITY & SKILLS REQUIRED / PREFERRED

- Ability to work as a positive team member and with minimal supervision.
- Demonstrates reliability and a positive coachable attitude, willingness to learn and grow
- Proven ability of sound judgment and performance in matters pertinent to safety, customer service and staff relations.

WORKING CONDITIONS

- Combination of weekday, evening, and weekend work.

RELATIONSHIPS

- This position reports to, and receives general direction from the Recreation Centre Supervisor.
- Works closely with the Aquatic Coordinator, pool staff and other municipal staff
- Delivers directly customer service to community groups and patrons

KNOWLEDGE, ABILITY, SKILLS REQUIRED / PREFERRED

- A minimum of Grade 12 education
- Age of Majority
- Minimum of one year experience as aquatic instructor/guard level 2
- Pool Operator 2 certification
- Current Standard First Aid with CPR level C
- Current National Lifesaving Certification or equivalent
- Acceptable Police records check
- Acceptable Child Welfare check

- WHMIS certified
- Certification in (multiple) courses offered in the aquatic program

COMPETENCIES AND BEHAVIOURS