



## Aquatic Instructor/Guard Level 1

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*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 Level II or higher

### **SUMMARY DESCRIPTION**

The aquatic instructor/guard level 1 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 life guarding supervision to the public. The aquatic instructor/guard level 1 works closely under the supervision of the aquatic instructor/guard level 2 or higher.

### **WORK PERFORMED**

#### **Maintenance**

- Cleans the aquatic area, change room and staff room.
- Works accordance with WHMIS, Municipal Health and Safety and safe work practices.
- Completes daily, weekly, monthly maintenance.
- All incidents, first aid, work order or out of the ordinary circumstance is attended to and reported with proper documentation to aquatic supervisor.

#### **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.

#### **Lessons / Fitness Instruction**

- Provides swimming lessons/ or instruction in certifications that they are qualified in from our aquatic pool.
- Conducts and develops programs and lesson plans for swimming instruction at all levels.
- Instructors evaluate 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.

#### **Life Guarding**

- Promotes a positive perspective/relationship between the public and The Town of Hinton.
- Provides life guarding at the level of National Lifesaving Certification.
- Maintains a safe and enjoyable environment 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 behaviour 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.

### **Other Duties**

- Attends “in-house/in-service” training.
- Possibly instructs portions of in-services.
- Ensure compliance with safety procedures and deal with patrons’ questions and concerns regarding swimming lessons and pool schedules
- Performs other duties as assigned by aquatic instructor/guard level 2 or higher.

### **RELATIONSHIPS**

- Reports to: Aquatic Instructor / Guard Level II or higher
- The Aquatic instructor/guard level 1 must demonstrate the willingness to work closely with and under the supervision of the Senior Aquatic Staff.

### **KNOWLEDGE, ABILITY, & SKILLS**

- Certification in one or more courses from aquatic pool\* (from the posted list based on customer demand/ need for particular qualifications)
- 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 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, willing to learn and grow
- Demonstrates reliability
- Demonstrates sound judgment and performance in matters pertinent to safety, customer service and staff relations

### **QUALIFICATIONS**

#### **Required**

- Grade 10 level education
- 16 years of age
- Current First Aid certification (Red Cross, St. John’s or Aquatic Emergency Care) including CPR level “C”
- Current National Lifesaving Certification or equivalent
- Police records check
- Child welfare check

#### **Preferred**

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

\* see attached sheet (1) for courses considered in aquatic pool

Below attachment is sheet 1 as indicated above

**AQUATIC PERSONNEL DIFFERENCES BY JOB DESCRIPTION**

	AQUATIC INSTRUCTOR	AQUATIC INSTRUCTOR/ GUARD LEVEL 1	AQUATIC INSTRUCTOR/ GUARD LEVEL 2	AQUATIC INSTRUCTOR/ GUARD/OPERATOR
Work performed	<ul style="list-style-type: none"> <li>Maintenance</li> <li>First Aid</li> <li>Instruction</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance</li> <li>First Aid</li> <li>Instruction</li> <li>Lifeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance</li> <li>First Aid</li> <li>Instruction</li> <li>Lifeguarding</li> <li>Shift supervision</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance</li> <li>First Aid</li> <li>Instruction</li> <li>Lifeguarding</li> <li>Shift Supervision including orientation, assistance and training of Level 1 and 2 Aquatic guard/instructor</li> <li>Maintains maintenance program and water program Log books</li> <li>Updating awards manual</li> <li>Updating WHMIS manual MSDS</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>
Lesson/Instruction required	<ul style="list-style-type: none"> <li>YES(1)</li> </ul>	<ul style="list-style-type: none"> <li>YES(1)</li> </ul>	<ul style="list-style-type: none"> <li>YES(1)</li> </ul>	<ul style="list-style-type: none"> <li>YES(3)</li> </ul>
Lifeguarding	<ul style="list-style-type: none"> <li>NO</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>
Shift supervision	<ul style="list-style-type: none"> <li>NO</li> </ul>	<ul style="list-style-type: none"> <li>NO</li> </ul>	<ul style="list-style-type: none"> <li>YES</li> </ul>	<ul style="list-style-type: none"> <li>YES plus maintain daily maintenance lists/log books</li> </ul>
Chemistry	<ul style="list-style-type: none"> <li>NO</li> </ul>	<ul style="list-style-type: none"> <li>NO</li> </ul>	<ul style="list-style-type: none"> <li>YES, adds chemicals</li> <li>Does water tests</li> </ul>	<ul style="list-style-type: none"> <li>YES, adds chemicals</li> <li>Does water tests</li> <li>Maintains water program log books under aquatic supervisor</li> <li>WAPOTEC/all filter system</li> </ul>
Other	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>BACKWASHING SAND FILTERS</li> </ul>	<ul style="list-style-type: none"> <li>Backwashing all filters</li> <li>Injectors</li> <li>Inventories,maintains chemicals/ Parts for operation</li> <li>Supervises shutdown</li> <li>Updates WHMIS, MSDS, awards manual</li> </ul>
Minimum requirements	<ul style="list-style-type: none"> <li>Grade 9</li> <li>15 years old</li> <li>First Aid with CPR "C"</li> <li>Certification in one course from aquatic pool*</li> <li>Fitness level</li> <li>Police record check</li> <li>Child welfare check</li> <li>Reliability</li> <li>Positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>Grade 10</li> <li>First Aid with CPR "</li> <li>Certification in one course from aquatic pool*</li> <li>NLS</li> <li>Fitness level</li> <li>Police Record check</li> <li>Child welfare check</li> <li>Reliability</li> <li>Positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>Grade 12</li> <li>Age as of industry standard</li> <li>First Aid with CPR "C"</li> <li>Minimum 1 year experience aquatic instructor/guard level 1</li> <li>Certification in one course from aquatic pool*</li> <li>NLS</li> <li>Fitness level</li> <li>Police Record check</li> <li>Child welfare check</li> <li>Credit record check</li> <li>Reliability</li> <li>Positive attitude</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Grade 12</li> <li>18 years old</li> <li>First Aid with CPR "C"</li> <li>Minimum 1 year experience aquatic instructor/guard level 2</li> <li>Certification in 3 courses from aquatic pool</li> <li>NLS</li> <li>Fitness Level</li> <li>Police Record check</li> <li>Child welfare check</li> <li>Credit Record check</li> <li>Reliability</li> <li>Positive attitude</li> <li>WHMIS</li> <li>Pool Op 1</li> <li>Pool Op2</li> </ul>

