



JOB DESCRIPTION

Title	Assistant Head Lifeguard	Pay Grade	A05 - Outside
Department	Community Services	Location	Aquatic & Fitness Centre
Supervisor	Manager of Recreation	Reviewed	October 2024

Nature and Scope of Work

Under the direction of the Director of Community Services, the Assistant Head Lifeguard reports on day-to-day operations to the Manager of Recreation. As a member of the aquatic leadership team, the full time Assistant Head Lifeguard acts as a senior shift lifeguard to provide guidance and supervision to other staff to ensure high quality supervision, aquatic programming, and customer service is provided to our patrons. This position is responsible for coordinating and implementing the Summerland Aquatic & Fitness Centre maintenance program as well as providing aquatic staff responsibilities (lifeguarding, swim lessons, aquatic program instruction, cashiering, etc.).

Duties

1. As a member of the Aquatic leadership team, coach and mentor aquatic staff and provide day-to-day support, guidance, and leadership of the aquatics staff team as required.
2. Assist the Head Lifeguard in coordinating and implementing regular aquatic staff in-service training sessions.
3. Assist the Manager of Recreation to coordinate and implement shut down maintenance projects.
4. In consultation with the Manager of Recreation and Head Lifeguard, ensure the Pool Safety Plan is updated as required.
5. Ensure the health and safety of patrons and staff; follow up with supervisory staff as required.
6. Provide day-to-day customer service as required.
7. Assist with creating and updating aquatic policies and procedures.
8. Assist the Head Lifeguard to implement pool special events.
9. Implement Lifeguard-Instructor responsibilities as required including:
 - Lifeguarding and first aid.
 - Instructing programs, lessons, and aquafit.
 - Cashiering and customer service.
10. In consultation with the Manager of Recreation, provide maintenance program training and supervision to staff and the completion of daily, weekly, monthly, and annual maintenance and mechanical requirements, inspections, and documentation.

11. Performs a variety of routine maintenance tasks including backwashing filters, testing and maintaining water chemistry, dumping and filling hot tub, vacuuming pool basin, disinfecting pool deck, and other related tasks.
12. Provide support to the Facilities Maintenance Lead Hand in more complex facility maintenance tasks and projects including chlorine tank changes once fully trained.
13. Perform a variety of janitorial duties, minor repairs, and preventative maintenance tasks in and around the building including cleaning washrooms, washing and waxing floors, vacuuming, cleaning the fitness room, backwashing filters, testing and maintaining water chemistry, dumping and filling hot tub, vacuuming pool basin, disinfecting pool deck, and other related tasks.
14. Monitor maintenance and janitorial supplies and follow up with the Manager of Recreation on purchases.
15. Comply with Provincial Health Act requirements for lifeguarding and pool operation.
16. Perform other related duties as required.

Required Skills and Knowledge

1. Skills and experience supervising/leading staff and demonstrated team building skills.
2. Excellent communication and customer service skills.
3. Ability to adapt to a work environment with ongoing changes.
4. Strong organizational and computer skills.
5. Aptitude, agility, and strength to do the required work of this position.
6. Strong understanding of pool operations.
7. Demonstrated understanding of health and safety requirements in an aquatic environment.
8. Knowledgeable in basic pool mechanical maintenance, pool chemistry, and equipment repair servicing and operation.
9. Knowledge and experience in pool and facility janitorial work.
10. Basic knowledge of maintenance of air conditioners, furnaces, and pumps would be an asset.
11. Strong swimmer; in excellent physical condition.

Required Qualifications

1. Current Lifesaving Society National Lifeguard Award, Pool Option.
2. Current Airway Management & Oxygen Administration (AMOA) Certification.
3. Current Lifesaving Society Swim Instructor.
4. Aquafit Certification or willing to obtain.
5. Aquatic Emergency Care or Standard First Aid CPR 'C'.
6. Pool Operators I and willingness to obtain Pool Operators II.
7. Minimum of 1 year of previous experience as a Lifeguard/Instructor or equivalent.
8. Ability to pass and maintain a Police Information Check including the vulnerable sector section.

9. Valid B.C. Driver's License (Class 5).
10. Chlorine Handlers Certificate would be an asset
11. Experience in operating and maintaining public recreation swimming pools, and cashier experience.
12. Upper-Level Training Certification (National Lifeguard Instructor and Swim Instructor Trainer, First Aid Instructor/Examiner etc.) and Fitness Instructor training (ie BCRPA or equivalent) would be an asset.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE Collective Agreement.
2. Non-normal shift: 40 hours a week scheduled as required for operations which could include a combination of daytime, evening and weekend hours. The opportunity to work a compressed 4-day work week may be an option.