



Town of Maple Creek Job Description

Job Title	Lifeguard/Instructor
Reports To	Pool Supervisor (or designate)
Job Status	In-scope

Position Overview

Reporting to the Pool Supervisor (or designate), the Lifeguard/Instructor is responsible for carrying out all duties related to effective lifeguarding of facility patrons and for providing effective instruction of established aquatic programs. The incumbent is responsible for ensuring all work is carried out in accordance with recognized best practices and in full compliance with established legislative and local requirements and obligations.

Key Accountabilities and Duties

- Responsible for ensuring public safety and promoting accident prevention by encouraging and enforcing safety.
- Responsible for following and enforcing all facility rules and regulations as approved by the Pool Supervisor.
- Responsible for familiarizing him/herself with the contents of the facility Safety Plan.
- Responsible for maintaining personal level of fitness consistent with the qualifications held.
- To report all public concerns to the Pool Supervisor (or designate).
- To maintain harmonious relations with staff, vendors and patrons at all times.
- To maintain a high degree of professionalism and integrity in relation to actions/decision while at work, and to exercise sound professional judgement at all times.
- To effectively and fully carry out regular maintenance duties as assigned, including water tests, water balancing, pool basin and deck maintenance and janitorial tasks.
- To record and report any accidents and/or patron discipline issues to the Pool Supervisor (or designate).
- To carry out aquatic lesson registration, answer phones, collect admissions and to perform other administrative duties while in the office.
- To ensure the facility is properly secured prior to leaving at the end of the workday.
- To attend and fully participate in staff training and in-service meetings as required by the Pool Supervisor (or designate).
- To instruct assigned aquatic lessons in accordance with the standards set forth by the Lifesaving Society, and to properly complete all paperwork/reports related to the lessons.
- To actively engage and promote student learning, and to mentor and support less experienced staff in the completion of their duties.
- To consult promptly with supervision when safety concerns or other issues arise.
- To ensure all applicable Town of Maple Creek policies, including but not limited to purchasing and cash control systems, are adhered to at all times, and that all expenditures are consistent with those included within the approved facility budget.
- Perform other related duties as assigned and as required.



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The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities may be assigned to this role from time to time.

Qualifications

Experience and Education Requirements

- Sixteen years of age or older
- Lifesaving Society National Lifeguard – Pool certification
- Aquatic Emergency Care certification (CPR C/AED/Standard First Aid)
- Lifesaving Society Swim for Life Instructor certification
- Lifesaving Society Lifesaving Instructor certification – PREFERRED
- Current SHA Swimming Pool Operating Course Level 1 certification - PREFERRED
- Minimum of one year lifeguard and aquatic instructor experience

Knowledge, Skills, and Abilities

- Thorough knowledge of current aquatic operations and programs
- Ability to work independently and responsibly
- Must possess excellent communication and public relations skills
- Excellent attention to detail and accuracy in processing transactions
- Ability to meet deadlines and manage multiple priorities in a fast-paced environment
- Effective communication and interpersonal skills for interacting with staff, vendors and the public

Competencies

Quality:

- Attention to detail in maintaining records and ensuring compliance with legislative and municipal obligations

Service:

- Responsive to requests from vendors, staff, and management

Communication:

- Effectively communicates with internal departments, vendors and the public
- Able to information clearly and professionally

Efficiency:

- Manages multiple tasks, ensuring timely and efficient completion of processes
- Uses time and resources effectively to meet deadlines, particularly during month-end/year end processes



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Adaptability:

- Shows flexibility in adjusting to changing priorities and demands

Confidentiality:

- Maintains discretion in handling sensitive information and respects privacy
- Adheres to data protection regulations and organizational policies regarding confidentiality

Working Conditions

The Lifeguard/Instructor works primarily in an outdoor setting, with extended lengths of time working in an aquatic environment. The Town of Maple Creek is a fast-paced environment, and this role requires adaptability, consistency, and maintenance of confidentiality of operations.

Hours of work are in accordance with the CUPE/Town of Maple Creek Collective Agreement.

This position is subject to pressures and challenges caused by the demand for services and the demand for production of quick, accurate and precise information.