

**Job Posting: #2022-02**

**Job Title: Assistant Head Guard**

Department: Cultural Services

Reports To: Recreation Services Coordinator

Status: Seasonal

Duration: May 2, 2022 to September 3, 2022 (Mandatory Training May 27-29, 2022)

Hours per Week: Up to 44 hours

Hourly Rate: \$16.04 to \$19.67

Number of Positions: 2 (1 Full-time & 1 Part-time)

**Application Due Date: Sunday, February 6, 2022**

### Position Summary

This position provides customer service to patrons of the Blue Dolphin Pool. Instructs learn-to-swim and lifesaving levels based on the Lifesaving Society curriculum (Aquatot-Level 10). Provides safe supervision and ensures safe participation of all participants, while practicing a preventative approach to safety (water rescues and administering first aid when necessary). Accountable for activities and programs at the Blue Dolphin Pool and ensures staff are performing the duties as outlined in their job description while on duty in the absence of the Head Lifeguard.

### Role Specific Duties and Responsibilities

1. Instruct Lifesaving Society curriculum to patrons.
2. Evaluates students' progress, completes all necessary forms and records (worksheets, report cards).
3. Ensures staff are completing all necessary paperwork (logs, worksheets, report cards, pool tests).
4. Assist the public with questions pertaining to the Blue Dolphin Pool (phone calls, emails, etc.).
5. Accountable for monitoring pool chemistry and administering operational procedures to ensure chemical levels are stable.
6. Maintains Blue Dolphin Pool social media accounts and keeps the public informed with closures and cancellations.
7. Take registrations for swim lessons (public and private), rentals, and admission fees in the absence of the Pool Assistant.
8. Enforces admission policies, standards, and pool rules.
9. Take, log, and ensure chemical tests are completed in a timely manner.
10. Track and log facility usage (number of swimmers in the pool).
11. Assist with the facilitation and implementation of Swim Camps, special events and other recreational programming at the Blue Dolphin Pool.
12. Contribute to facility cleaning duties. Including administering pool fouling procedures.
13. Reports accidents and incidents to the Recreation Services Coordinator.

14. Accountable for the opening and closing procedures at the Blue Dolphin Pool in the absence of the Head Guard.

### General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### Required Certifications and/or Health and Safety Requirements

1. National Lifeguard Certification (NLS) required. (Must be 16 years of age)
2. Current Lifesaving Swim Instructor qualification.
3. Standard First Aid & CPR C, AED
4. High Five Principles of Healthy Child Development (PHCD)

### Education, Skills and Experience

1. Advanced Lifesaving Swim Instructor qualification considered an asset.
2. Minimum 2 years aquatic experience required.
3. Supervisory experience considered an asset.
4. Experience with Microsoft Word, Excel & Outlook.
5. Experience with PerfectMind considered an asset.
6. Knowledge of Lifesaving Society levels and courses.
7. Ability to perform First Aid procedures and ready to assist with emergencies.
8. Ability to perform National Lifeguard skills to standard.
9. Experience working/volunteering with children and/or in an aquatic setting.
10. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
11. Ability to interact and deal effectively and courteously with all levels of staff and the general public.

### Physical Demands and Working Conditions

- Physical demand requires daily set-up of equipment; moving lane ropes, tot dock, and placing equipment to and from deck. Working conditions are at an outdoor aquatic facility with exposure to various outdoor elements (sun, rain). Works in and out of water in warm and/or cool deck temperatures.
- Normal hours of work are up to 44 hours per week. Availability to work evenings, weekends, and split shifts is required.

## Contacts and Interactions

- Communicates regularly with municipal staff, tax payers, community groups, and the general public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2022-02 by Sunday, February 6, 2022 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).