



# TOWN OF PORT MCNEILL

## JOB DESCRIPTION

**DEPARTMENT:**  
SWIMMING POOL

**POSITION TITLE(S):**  
Head Guard

**REPORTS TO:**  
Community Development &  
Engagement Manager

### **Position Summary:**

An Employee in this position performs highly skilled lifeguarding, instructional and supervisory work of a complex nature. Work involves the moderate supervision of lifeguards, and overall pool activities. Ensuring that our pool provides professional lifeguard services to patrons, including but not limited to; educating about pool safety, preventing unsafe activities and behaviours, intervening, and providing rescue assistance for patrons having difficulty or in distress, and administering first aid as required.

### **Duties and Responsibilities:**

1. Administration:
  - Complete daily attendance and maintenance logs
  - Communicate special needs, problems, ideas, and positive occurrences to Manager of Visitor Experience
  - Request supplies/maintenance, assist with arranging schedules and ensuring coverage for staffing levels are achieved daily
  
2. Delivery of Aquatic Centre programs:
  - Prepare and present activities for special events
  - Assist with the development of promotional materials for the Aquatic Centre
  - Ensure all swimmers are in appropriate areas
  - Provide a high standard of customer service to patrons and public
  
3. Safety and Comfort of Patrons
  - Recognize and prevent hazardous situations, enforce, and explain pool rules as required
  - Perform additional cleaning of change rooms, pool deck, office, and pool lobby as required
  - Execute emergency and Standard First Aid procedures as required, complete forms for ambulance personnel and Aquatic Centre
  - Maintain constant contact with public to be readily available to respond to questions or concerns

Applications are due by March 28, 2024 at 4:30pm

Please submit them to: [reception@portmcneill.ca](mailto:reception@portmcneill.ca) or drop off at the Town Office at 1775 Furney Place

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- Regularly check change rooms to help ensure a clean, safe, and secure environment
- Review and complete daily, weekly, and monthly maintenance tasks
- Close unsafe areas at your discretion or the discretion of another Pool Operator
- Ensure play and rescue equipment are in a safe and usable state

4. Perform other related duties as required

### Required Knowledge, Abilities, and Skills:

1. Ability to enforce safety procedures with tact and firmness
2. Ability to respond quickly and accurately while remaining calm in emergency situations
3. Leadership skills that instill confidence and trust in fellow employees and public
4. Ability to stand for extended periods of time and exert physical effort
5. Ability to work in a noisy and busy environment
6. Excellent public relations skills to communicate effectively with all patrons and fellow staff

### Education and Experience Required:

Lifeguard I			
Bronze Cross	<input type="checkbox"/>	Standard First Aid & CPR-C with AED	<input type="checkbox"/>
Lifeguard II			
National Life Saving	<input type="checkbox"/>	Standard First Aid & CPR-C with AED	<input type="checkbox"/>
Lifeguard / Instructor I			
National Life Saving	<input type="checkbox"/>	Standard First Aid & CPR-C with AED	<input type="checkbox"/>
Water Safety Instructor	<input type="checkbox"/>		
Lifeguard / Instructor II			
National Life Saving	<input type="checkbox"/>	Standard First Aid & CPR-C with AED	<input type="checkbox"/>
Water Safety Instructor	<input type="checkbox"/>	Life Saving Instructor	<input type="checkbox"/>
Head Lifeguard (*Must have 1 or more of these qualifications)			
NL Instructor *	<input type="checkbox"/>	AEC Instructor *	<input type="checkbox"/>
CPR Instructor *	<input type="checkbox"/>	Lifesaving Instructor/Trainer *	<input type="checkbox"/>
Water Safety Instructor	<input type="checkbox"/>	Standard First Aid & CPR-C with AED	<input type="checkbox"/>
Pool Operator Level II Certificate	<input type="checkbox"/>	(2) Year Experience as Lifeguard & Instructor	<input type="checkbox"/>

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