**Approved February 7, 2022 (M#TOB28/22)
Revised November 14, 2022 (M#TOB226/22)**

**BASSANO OUTDOOR POOL EMPLOYEE ADVANCEMENT MAP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AGE/EXPERIENCE | 14+ | 16+ | 18+ with 1 year of experience. | 18+ with 2 years of experience. |
| TRAINING\*Training is provided by the Town. | * Bronze Medallion
* Bronze Cross
* Standards First Aid
 | * National Lifeguard - Pool
* Standards First Aid
* Swim Instructor
 | * National Lifeguard - Pool
* Standards First Aid
* Swim and Lifesaving Instructor
 | * National Lifeguard - Pool
* Standards First Aid
* Swim and Lifesaving Instructor
* Pool Operators Level 1
 |
| WAGE | $15.00  | $16.50 - $16.55  | $18.40 – $18.45 | $20.00 - $22.00 |
| TASK AND DUTIES | Task and duties include but are not limited to: * Enforce all Bassano Pool rules.
* Activate and follow safety procedures during an emergency.
* Complete daily cleaning of the facility.
* Answer phones and take messages.
* Take payment and register patrons for programs.
* Track daily pool attendance.
* Take inventory and restock when required.
* Complete facility walkthroughs.
 | Task and duties include but are not limited to: * Monitor patrons and enforce all Bassano Pool rules.
* Activate and follow safety procedures during an emergency.
* Complete daily cleaning of the facility.
* Teach swimming lessons.
* Provide support and guidance to aquatic apprentices and fellow guards.
* Assist with pool programming and events.
 | Task and duties include but are not limited to: * Monitor patrons and enforce all Bassano Pool rules.
* Activate and follow safety procedures during an emergency.
* Complete daily cleaning of the facility.
* Teach swimming lessons.
* Provide support and guidance to aquatic apprentices, Level 1 lifeguards, and fellow Level 2 guards.
* Complete and record water tests accurately and on time.
* Unlock and lock the facility each shift.
* Complete daily cash outs.
* Assist Pool Manager with planning and delivering special events and programs.
 | Task and duties include but are not limited to: * Create public, swimming lesson, and staff schedules.
* Advertise pool programming on Facebook and the Town website.
* Manage pool budget and review daily cash outs.
* Handle public relations concerns and complaints.
* Activate and follow safety procedures during an emergency.
* Support and direct all lifeguarding staff.
* Manage facility rentals and school swimming.
* Review and train staff on facility and emergency procedures.
* Deliver in-services a minimum of 3 times per season.
* Order all supplies.
* Plan special events and programs.
* Prepare and report to the CAO and Recreation and Community Services Liaison
 |
| OPPORTUNITIES | Apprentices will learn time management, public relations, conflict resolution and money handling skills that will improve their chance of success as a Level 1 lifeguard.Formal and informal mentorship from Level 1-2 lifeguards will help apprentices understand facility operations and how to work as a team. Apprentices will shadow guard (follow a Level 2 lifeguard while on deck) and practise lifeguarding skills. Inservice will ensure new staff understand their role in emergency situations.  | Level 1 lifeguards will develop skills learned as an apprentice in addition to teaching, mentorship, lifesaving techniques, and facility operations. Formal and informal mentorship from Level 2 lifeguards and the pool manager will ensure that guards are comfortable to confident in their role. Inservice will ensure new staff understand their role in emergency situations. | Level 2 lifeguards will act as shift supervisors and gain leadership and advanced communication skills. Level 2 lifeguard have an opportunity to learn event management and build off the skills learned as a Level 1 lifeguard.  | Pool managers will be sent for pool operators level 1 training to understand chemical water balance and general mechanical operations. Town administration will train the manager on budget management, reporting, and staff management. Managers will have the opportunity to plan programs and develop basic scheduling and project management skills.  |