



# Level 1 Lifeguard Job Description

**Appointed By:** Amanda Davis, Chief Administrative Officer, and Sydney Smith, Recreation and Community Services Liaison.

**Delegated Authority:** TBD

**Term:** TBD – August 31, 2024

**Location:** Town of Bassano Outdoor Pool (249-256 6 Avenue, Bassano)

**Compensation:** \$17.25

## Summary

Under the direct supervision of the Pool Manager, Level 1 Lifeguard(s) are responsible to complete janitorial duties, assist and communicate directly with patrons, enforce Bassano Outdoor Pool rules and take emergency actions when required. The cleanliness of our facility, customer relations, and commitment to safety directly contributes to how residents perceive the quality of our services and the standard of operations set by the Town of Bassano.

## Hours of Work

20-30 hours per week.

## Requirements

1. Minimum age of 16.
2. Current criminal record check
3. References from previous work experience
4. Current National Lifeguard – Pool Certification
5. Current Standard First Aid
6. Current Lifesaving Society Swim Instructor Certification
7. Current Lifesaving Society Lifesaving Instructor Certification is an asset.

\*Standard First Aid and lifeguard certifications will be offered in-house if they have expired.

## Confidentiality

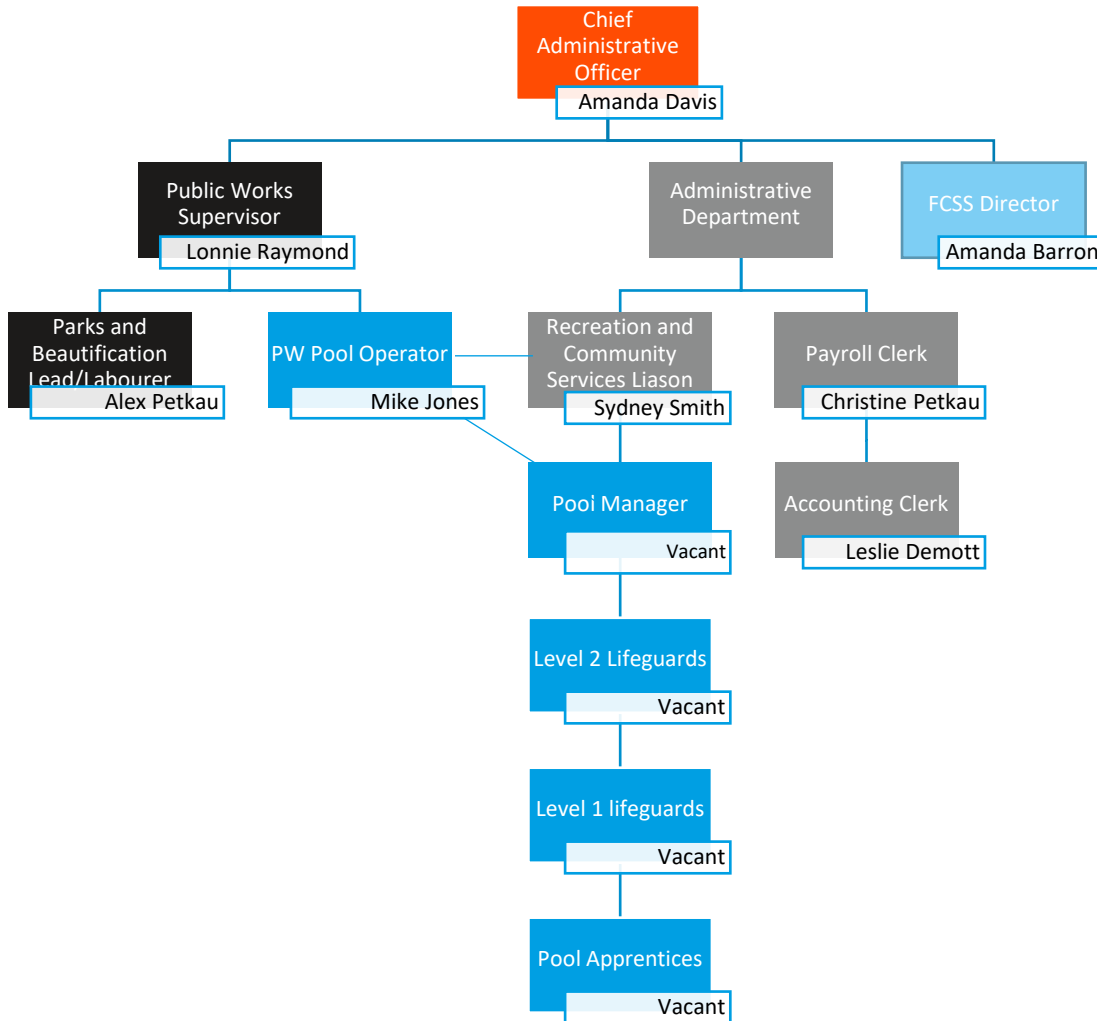
The Level 1 Lifeguard(s) are required to maintain a professional level of confidentiality. Privacy and security must be maintained both to protect the sensitive information stored at the facility and the Town's reputation as a trusted governing body.

## **Skills and Competencies**

Level 1 Lifeguard(s) must possess the following skills and competencies:

1. Strong written and oral communication,
2. High degree of professionalism,
3. Maintain courteous and consistent communication with the public,
4. Maintain a professional level of confidentiality,
5. Understand and carry out oral and written instructions
6. Ability to handle monetary transactions,
7. Attention to detail,
8. Organized,
9. Ability to change and adapt,
10. Mentorship/leadership capabilities,
11. Ability to give clear direction to subordinates and take direction from superiors,
12. Observant,
13. Ability to perform First Aid and lifesaving techniques in water,
14. Ability to communicate with people of all ages appropriately,
15. Trustworthy and honest, and
16. Have a willingness to learn.

**Organizational Chart and Reporting Pathways**



The CAO will provide direction to the Recreation and Community Services Liaison regarding annual operational priorities. The Recreation and Community Services Liaison will develop operational plans to be implemented by Bassano Outdoor Pool staff.

Under the supervision of the Recreation and Community Services Liaison, the Pool Manager is responsible for managing staff and day-to-day operations of the pool.

The Pool Manager will work directly with the Level 1 Lifeguard(s) and will develop a specific list of duties for them. Level 1 Lifeguard(s) are responsible to complete all tasks set out by the Pool Manager.

Level 1 Lifeguards shall report to the Pool Manager if they are unable to complete work duties (E.g. sick) or if they have concerns related to work duties.

**Working Conditions**

Physical Demand	Mental Demands	Environmental Conditions
<p>Level 1 Lifeguard(s) must be able to perform all lifesaving skills and meet National Lifeguard physical requirements.</p> <p>Level 1 Lifeguard(s) shall be handling cleaning chemicals and must take necessary precautions to protect eyes, nose and skin from irritation and infection.</p> <p>Person(s) must be able to crouch, bend, and move around for extended periods of time.</p>	<p>Level 1 Lifeguard(s) must be alert and aware in order to respond to patrons concerns and emergency situations.</p> <p>Level 1 Lifeguard(s) must follow all processes and procedures provided to them.</p>	<p>Level 1 Lifeguard(s) will be working outdoors and must be prepared for all types of weather.</p>

**Key Performance Indicators (KPI's)**

Key performance Indicators is a tool that is used to ensure employee tasks are completed to meet organizational outcomes. KPI's are part of an individual's basic job requirements.

To be successful in this position, the delegated authority must perform at a minimum the following duties.

Task	KPI	Outcome/Comments
Lifeguarding	<ul style="list-style-type: none"> <li>▪ Must maintain a high degree of awareness on deck.</li> <li>▪ Be on time for lifeguarding shifts.</li> <li>▪ Put a stop to any unsafe behaviour immediately.</li> <li>▪ Enforce Bassano Outdoor Pool rules.</li> <li>▪ Take action during emergency situations. Assist Level 2 lifeguards as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pool Rules can be found on the signs on deck or in the Pool Office.</li> <li>▪ If uncertain of rules, consult Pool Manager.</li> <li>▪ Lifeguards will learn how to handle a position of authority.</li> <li>▪ Lifeguards will become more comfortable and confidence handling emergency situations.</li> </ul>
Janitorial Duties	<ul style="list-style-type: none"> <li>▪ Complete daily cleaning of the changerooms, joint use facility, and pool office.</li> <li>▪ Complete any extra tasks assigned by Pool Manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to posted checklists in pool office.</li> <li>▪ All tasks must be completed using the proper cleaning chemicals and methods outlined in pool office.</li> <li>▪ Completed tasks must be marked as finished on provided forms. Will learn how to manage time effectively.</li> </ul>

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Teach Swimming Lessons	<ul style="list-style-type: none"> <li>▪ Follow Lifesaving Society swimming lesson standards when teaching.</li> <li>▪ Begin and end lessons on time.</li> <li>▪ Complete report cards on time.</li> <li>▪ Behave and treat all swimmers appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must complete/incomplete swimmers based solely on Lifesaving Society standards for the particular level.</li> <li>▪ Make sure to cover all aspects of each lesson in the allotted time.</li> <li>▪ Will learn how to teach to different kinds of learners.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>▪ Provide direction to Apprentices when needed.</li> <li>▪ Assist Pool Apprentices if they become overwhelmed or unsure.</li> <li>▪ Will complete administrative tasks assigned to them by the Pool Manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employees will learn how to work effectively as a team.</li> <li>▪ Will participate in all team functions.</li> </ul>

Upon signing this document, I \_\_\_\_\_ understand the level of performance and work deliverables expected of this position in 2024 and agree to work to achieve the mutually agreed upon terms. I \_\_\_\_\_ will maintain the confidentiality of this position and my role with the Town of Bassano.

I \_\_\_\_\_ will notify the Pool Manager immediately if I become overwhelmed with the position, or require further direction, support, or guidance.

\_\_\_\_\_  
TBD

\_\_\_\_\_  
Date

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Amanda Davis, CAO

\_\_\_\_\_  
Date

\_\_\_\_\_  
TBD

\_\_\_\_\_  
Date