



**Town of High River
Head Lifeguard**

Position: Head Lifeguard
Department: Community Services
Reports to: Aquatics Supervisor
Direct Reports: 5-10 Casual Lifeguards
Grid Line: 7-8

General Accountability:

The Head Instructor/Guard will assist the Aquatic Supervisor with staff supervision, and operation of the aquatic facility, recruitment and training of aquatic staff, and development of aquatic programs.

Specific Duties:

- Review and approve time sheets and will keep daily attendance records of Casual Inst/Guards.
- To assist the Aquatic Supervisor with the recruitment process, orientation, training, scheduling, supervising and evaluating of Aquatic Staff.
- Required to attend mandatory staff training and to instruct staff training as directed
- To maintain a complete check of supplies and report any shortages to the Aquatic Supervisor.
- To instruct and lifeguard aquatic programs as assigned/required.
- Instruct Aquacize classes as assigned.
- Available for emergency responses when requested or required.
- Provide coverage in the absence of the Aquatic Supervisor.
- To assist with maintaining accurate records, reports and statistic relating to aquatic programming and pool operations.
- To assist in the promotion of programs and to provide positive public relations for the Community Services Department.
- To check mechanical systems regularly and if unable to ensure their continuous safe and efficient operation, report this to the Supervisor and/or maintenance staff.
- To ensure the cleanliness of the facility at all times.
- Available to answer routine enquiries regarding pool programs.
- Knowledgeable about the facility, its schedules, and programs
- Work with hazardous chemicals in a professional manner following safety procedures and polices outlined by the Town of High River.
- Ensure that staff are following safe work procedures.
- General maintenance duties during shutdown.
- Assist in maintaining accurate records and updating Orientation Manual as required.
- To assist with the operations and maintenance of the Spray Park.
- Other duties as requested or assigned.

Minimum Qualifications:

- Grade 12 or GED equivalent
- 18 years of age
- Red Cross Water Safety Instructor (WSI)

Effective Date:
Revision Date: N/A
Date Approved by E.A.:

- National Lifeguard Service Award (NLS)
- Pool Operations Certification Level 1
- Workplace Hazardous Material Training (W.H.M.I.S. Training)
- Aquacize Instruction certificate and/or one year Aquacize teaching experience
- Strong knowledge and experience of a number of computer programs

Additional Desirable Knowledge & Skills:

- Fitness Leader Certificate
- Instructor and/or Instructor Trainer in Lifesaving, Lifesaving First Aid, NLS, Examiner, Red Cross Water Safety and Red Cross Aid
- Pool Operations Certification Level 2
- High degree of verbal , interpersonal and organizational skills
- Ability to work collaboratively as part of a team
- Ability to work with a minimum of supervision
- Supervisory experience

Effective Date:
Revision Date: N/A
Date Approved by E.A.: