

# Lifeguard/Instructor

Part-Time / Permanent



Qualified Candidates will meet the following minimum qualifications.

- National Lifeguard Certificate.
- Red Cross Water Safety Instructor Certificate.
- Standard First Aid Certificate or AEC.
- Good verbal and written communication skills.
- CPR level C.
- Ability to meet with and deal pleasantly with general public.
- Courteous and friendly telephone manner.
- Willingness to learn new skills as required.

## APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to [HR@draytonvalley.ca](mailto:HR@draytonvalley.ca)

**Applications will be accepted until a suitable candidate is found.**

## ABOUT THE ROLE

This position involves lifeguarding recreational swimming, supervision of patrons and the facility as required. Instruction of various swimming programs, general cleaning duties, basic pool mechanical operation, completion of reports and checklists and the performance of general office duties, including customer assistance.

Visit the website at [www.draytonvalley.ca](http://www.draytonvalley.ca)  
For more information on the Town of Drayton Valley and all the post-secondary partners.

*We thank all applicants for their interest; however, only those selected for further consideration will be contacted.*

*The Town of Drayton Valley is committed to Anti-Racism, equity and inclusion and a safe and harassment free working environment.*

## **JOB DESCRIPTION**

**POSITION:** Lifeguard  
**DEPARTMENT:** Community Services  
**REPORTS TO:** Park Valley Pool Manager  
**JOB TYPE:** Recreation  
**LOCATION:** Park Valley Pool

### **GENERAL ACCOUNTABILITIES**

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. This position involves lifeguarding recreational swimming, supervision of patrons and of facility as required. General maintenance duties, basic pool mechanical operation, completion of reports and checklists and the performance of general office duties, including customer assistance.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

### **REPORTING RELATIONSHIPS**

This position reports to: Park Valley Pool Manager → General Manager of Community Services → Assistant Chief Administrative Officer → Chief Administrative Officer

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- Recognize and respond quickly and effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Report any unsafe conditions or equipment to the supervisor.
- Complete records and reports.
- Participate in regular in-service training.
- Maintain fitness level (swimming skills, strength and endurance).
- Meet and deal pleasantly with the public
- Provide customer with appropriate answer to queries that may be received
- Analyze problems and come to a satisfactory solution. Make correct referrals to the supervisor on duty
- Relate pool programs, policy, and schedule information to public as required
- Perform basic water tests and record Chemical Checklist
- Perform all cleanup duties thoroughly as per posted maintenance checklists

- Ensure building cleanliness during shift
- Work with a variety of cleaning products
- Basic understanding of pool and whirlpool operations
- Splash Park mechanical system, equipment checks, and water chemistry.
- Maintain Cleaning checklists
- Provide customer service and completion of cashier duties as required.
- Have a clear understanding of pool policies and procedures
- Other duties as assigned

## **QUALIFICATIONS AND EXPERIENCE**

- Bronze Cross Certificate
- First Aid & CPR Certification
- Good customer service and verbal communication skills
- NL Certificate
- Knowledge of basic pool operation including water chemistry and mechanical checks
- WSI Instructor
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Decision-making skills.
- Computer competency in Windows and database applications