



TOWNSHIP OF LUCAN BIDDULPH
Lucan Community Memorial Centre
263 Main St., Lucan, ON, N0M 2J0
(519) 227-4442 (519) 227-4443 (fax)
Email: parksandrec@lucanbiddulph.on.ca

Head Lifeguard – Job Description

Position Title: Head Lifeguard, up to 40 hours per week

Department: Recreation Department

Reports to: Recreation Coordinator and Manager of Parks and Recreation

Deadline to apply is Friday March 6th, 2020

Hours of Work: Beginning June 26th 2020 and ending September 1st, 2020. Scheduled hours will vary based on the needs of the facility and will include evenings, weekends, and holidays as part of the normal hours of work.

Under the direction of the Recreation Coordinator and Manager of Parks and Recreation the Head Lifeguard is responsible for ensuring the safety of swimmers, instructing quality swimming lessons and other pool activities, ensuring all daily tasks and cleaning is completed, and lead a team of lifeguards with a positive and constructive attitude.

Major Responsibilities/Duties:

1. Conduct the aquatic programs as required by the Parks and Recreation Department with the responsibility for all staff
2. Create guard schedule for the summer and ensure that hours are being divided equitably
3. Plan and implement in-service training
4. Conduct regular staff meetings and frequent inventory on First Aid supplies
5. Supervise all pool staff and participate in maintaining cleanliness of the facility; ex. guard room, deck, washrooms, storage room, pool surfaces etc.
6. Perform and record water tests as required by the MLHU regulations
7. Instruct and prepare the lifeguards for their work assignments, rotation of guards on duty, meal breaks, etc.
8. Assign duties to staff for swim meets at the pool, special events (if any), and assisting in the promotion of these events
9. Instruct regular classes as an instructor and communicate with parents and caregivers on a daily basis
10. Perform regular lifeguard duties during recreation swimming
11. Wear the official uniform at all times when on duty to ensure easy recognition as a Pool Staff member
12. Educate all groups and individuals on the rules and regulations governing the use of a public pool and to ensure their enforcement
13. Inform all staff of the policies and procedures of the facility
14. Perform staff evaluation at the end of July and August
15. Inform the Recreation Coordinator or Manager of Parks and Recreation of any problems or accidents that arise



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16. Ensure that new staff is aware of procedures of the pool and of their duties

Education/Skills:

- Current and valid Emergency First Aid and CPR level C required
- Current National Lifeguard Society (NLS) Certificate required
- Current Lifesaving Swim Instructor/ Lifesaving Society Instructor required
- Previous experience working as a lifeguard is required
- Police Records check (must be completed prior to the start of employment)

- Ability to lead a team while producing quality programming with a positive attitude

Eligibility:

Student hired must meet the following eligibility criteria:

- Must be currently enrolled in a secondary, or post-secondary education or be within six months of graduation
- Must show proof of enrolment
- Must be a resident of Ontario
- Must be eligible to work in Canada and have reached the age of 16 but not yet reached the age of 25 upon commencement of employment

Compensation Range: \$16.50-\$17.50 depending on experience

Employment Period: This position will begin June 26th 2020 and end September 1st, 2020

Please note: there will be a mandatory training days prior to the beginning of the season.

How to Apply:

Please **email** a cover letter and resume to:

Abby Vandermuren
Recreation Coordinator
Township of Lucan Biddulph
parksandrec@lucanbiddulph.on.ca