



<b>POSITION TITLE:</b>	<b>Head Lifeguard</b>
<b>REPORTS TO:</b>	<b>Assistant General Manager</b>
<b>RESPONSIBLE FOR POSITIONS:</b>	<b>Lifeguard 1, 2 and 3</b>
<b>WAGE:</b>	<b>\$23.02/hr starting</b>
<b>HOURS:</b>	<b>Full-Time (37.5 hrs/week)</b>

**SUMMARY:** The Dauphin Recreation Services mission “. To encourage improved quality of life for all people in the City and Rural Municipality of Dauphin through recreation opportunities” is reflected by a “user first” approach in operations and a benefits based approach in service and program delivery. To achieve this high standard of customer/user service the Head Lifeguard will possess a combination of knowledge and experience to lead the Lifeguards in instructional and lifeguarding duties.

**Responsibilities:**

1. To ensure quality customer/user service through the promotion of a “benefits based” recreation service delivery model.
2. To achieve operational objectives with a focus on quality customer service.
3. To perform instructional and life guarding duties and assist with front desk operations.
4. To instruct Red Cross or Lifesaving Society swim lessons.
5. To complete incident/accident report form for all injuries which require attention.
6. To perform lifeguarding duties and pool surveillance.
7. To assist with cleaning and maintenance of pool and deck area including public change rooms.
8. When required, to assist in front desk operations which may include: collecting fees and registering participants, answering public and telephone inquiries and other related duties.
9. To promote good public relations and public education with other Dauphin Recreation Services staff members and the general public.
10. To review and update the policies and procedures of the Dauphin Recreation Services.
11. To be familiar and comply with all Dauphin Recreation Services recognized emergency procedures.

12. To attend all Dauphin Recreation Services sponsored training events and be knowledgeable regarding all programs offered at the Kinsmen Aquatic Centre.
13. To schedule lifeguards accordingly; making sure all events at the Kinsmen Aquatic Centre are guarded in a safe and legal manner.
14. To plan, facilitate (if required) lifeguard in services, at the Kinsmen Aquatic Centre, for all current lifeguards.
15. To organize and schedule learn to swim, First Aid and leadership programs.
16. To assist with teaching Aqua Fitness if no other instructor is available.
17. To order supplies needed for the Kinsmen Aquatic Centre; and to order supplies needed for Leadership Courses.
18. Be aware of operational and financial objectives with a focus on quality customer service.
19. Assist Facilities maintenance staff in maintaining the pool facility according to health and safety standards and operating within established budget guidelines.
20. Collect and track lifeguard award certifications and schedule recerts as needed.
21. Review all incident/accident report forms. Follow-up on all serious incidents and take immediate action regarding any unsafe equipment or areas. Make recommendations for repairs or changes to the maintenance staff.
22. Liaise with local, regional, and provincial water program associations.
23. All other duties, as assigned.

**Qualifications:**

1. Current Standard First Aid (SFA) or Aquatic Emergency Care (AEC)
2. Current CPR "C" Certification
3. Current National Lifeguard – Core/Pool Option (NL)
4. Current Lifesaving Swim for Life Instructor
5. Proven leadership abilities and effective communication skills.
6. Job requires evening and weekend shifts.
7. Consent for disclosure of Criminal Record Information and Provincial Child Abuse Registry Access Application.

8. Grade 12 education not required
9. Valid driver's license

**Preference will be given to candidates with the following additional qualifications:**

- MFLDA Aqua Fitness instructor
- Pool Operator Level 1 or higher
- NLI (Instructor) and Examiner
- Lifesaving Trainer Level
- Certificate, Degree or Diploma in Recreation related field
- Four (4) years active experience as a lifeguard/instructor