



Senior Lifeguard

We Are:

The Town of Okotoks is offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centres assists us in providing exceptional customer service.

The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed "Habits of Execution", which empower employees to focus on organizational outcomes and support a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

The Opportunity:

The Senior Lifeguard role provides shift leadership for Aquatics employees and ensures that pool and lifeguarding responsibilities are performed to meet user and regulating authority standards. Ensure that the team is meeting quality of service expectations, standard procedures are being followed, customer inquiries/concerns are being handled, daily operational duties are completed to standards including a clean and well maintained facility, pool, hot tub, equipment and general maintenance is performed. Provide on-the-job training for new lifeguards and coaching, mentoring and leadership for current lifeguards.

The Senior Lifeguard, reporting to the Aquatics Team Leader, will be responsible for:

- Provide day to day operational support to other team members (first point of contact);
- Acting as support to leader in ensuring work assignments are completed by other team members;
- Provide recommendation on efficiencies for shift schedules and draft final schedules for leader approval;
- Conduct training, orientation and mentoring of other team members;
- Support recruitment and provide recommendations to leader;
- Responsible for complex assignments or tasks;
- Support work area learning and goal setting;
- Provide input and support execution of service levels, business centre plans, and Corporate Business Plan as required.
- Act immediately and appropriately to secure safety of patrons in the event of emergency;
- Provide emergency care and treatment as required until the arrival of emergency medical services, and other general lifeguarding, educational and teaching duties;
- When instructing - plan each lesson, evaluate student's progress, provide constant safety supervision and discuss progress with participants or parents;
- Participating and promoting safety training in pool usage and operations;
- Ensure work carried out complies with environmental and safety legislation and guidelines;
- Participate in cross training duties to ensure that Aquatic operations have coverage on all shifts, including one shift supervisor, for vacation and development reasons;
- Assist with SOP development and updates.

What You Bring

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is equivalency to:

- Diploma or certificate in recreation or related field or equivalent.
- National Lifeguard (NL), Lifesaving Instructor (LSI) including the Swim for Life portion, Standard First Aid, CPR – level C, Pool Operations I & II, and WHMIS are required.
- Must obtain at least one certification in: Aquatics Examiner, Aqua Fitness Instructor or Instructor Trainer from an accredited society.
- 5 or more year's related work experience representing continuous learning and career progression, including 1 year of experience in indirect supervision and/or leadership/mentorship.
- **Leadership Skills:** Proven experience managing projects, and mentoring staff.
- **Communication Skills:** Strong verbal and written communication skills to interact with staff, participants, and the community.
- **Organizational Skills:** Ability to manage multiple tasks, schedules, and responsibilities efficiently.
- **Customer Service:** Focus on providing excellent service to program participants, addressing any concerns or inquiries promptly.
- **Creativity/Innovation:** Ability to contribute to a creative, dynamic team environment, bringing fresh perspective to projects.
- **Problem-solving:** Ability to identify, analyze and resolve challenges or issues as they arise within the scope of this job.

What We Offer:

- Competitive Salary
- Comprehensive health, dental, paramedical benefit plans
- An excellent pension plan
- Career development
- Flexible work schedule
- So much more!

Pre-employment Requirements:

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check and possibly a driver's abstract depending on the position.

How to Apply:

Applications are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

Business Centre	Recreation & Programs-Aquatics
Position Type	Full-time

Compensation	\$62,875-72,916 annually
Standby Rotation Required	No
Hours of Work	37.5
Number of Openings	1
Work Location	on-site
Police Record Check Required	Yes, including vulnerable sector
Deadline to Apply	February 9, 2025

The Town's dedication lies in cultivating a workplace that embraces respect, inclusivity, and equity, mirroring the diverse community we serve. Upholding the core values of Diversity, Equity, Inclusiveness, and Accessibility is our unwavering commitment. The Town of Okotoks prides itself on being an inclusive workplace, inviting applications from all qualified candidates.

If you are contacted by The Town regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. We will only reach out to those selected for an interview. All information received in relation to accommodation will be kept confidential.

If you have any questions or require any accommodations, please contact us at: Hr@okotoks.ca