

Lifeguard/Instructor

Part-Time / Permanent

Qualified Candidates will meet the following minimum qualifications.

- National Lifeguard 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

Applications can also be mailed to:
Attention: Human Resources
Town of Drayton Valley
5120-52 Street, Box 6837
Drayton Valley, AB T7A 1A1



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.

POSITION DETAILS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

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

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

POSITION: Lifeguard
DIVISION: Community & Recreation
DEPARTMENT: Community Services
REPORTS TO: Aquatics Manager
JOB TYPE: Employee
LOCATION: Aquatic Facility

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 facility. General maintenance duties include but are not limited to, basic pool mechanical operation, completion of reports and checklists. This position will also provide excellent customer service to all patrons of the facility.

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: Aquatics Manager → General Manager of Community & Recreation → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Adhere to all safety rules and regulations, report any unsafe conditions or equipment to management.
- Complete records and reports accurately and timely.
- Participate in regular in-service training.
- Maintain fitness level (swimming skills, strength and endurance).
- Provide excellent customer service on and of the deck to ensure customer queries are answered in a timely accurate manner.
- Analyze problems and come to a satisfactory solution. Make correct referrals to management on duty
- Relate pool programs, policy, and schedule information to public as required
- Perform basic water tests and record Chemical Checklist
- Work with a variety of cleaning products and tools/equipment to perform all cleanup duties thoroughly as per posted maintenance checklists or on a as need basis to ensure building cleanliness standards are maintained through operating hours.

- Understand the Splash Park mechanical system. Perform equipment checks, and water chemistry checks per schedule or as required.
- Provide customer service and completion of cashier duties when 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
- Life Saving Instructor Certificate
- Standard First Aid and CPR Certificate or AEC or Intermediate Certificate
- Knowledge of basic pool and whirlpool operations, including water chemistry and mechanical checks
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Excellent customer service and communication skills
- Decision-making skills.
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Days and hours of work vary for this position to accommodate events and seasonal operating hours.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule "A".

