



Competition #V1870

Lifeguard I, II and Instructor Guard, PHAFC (Full-Time, Temporary)

Internal and External Closing Date: 4:30pm, Tuesday, June 17, 2025

The Sunshine Coast

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the ancestral lands of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

Lifeguard I, II and Instructor Guard Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the temporary part-time position of Lifeguard I, II and Instructor Guard at the Pender Harbour Aquatic Facility to provide life-guarding services to the patrons of the Sunshine Coast Regional District, lead and instruct swimming and fitness programs, act as senior shift lifeguard and perform janitorial and administrative duties. Further details can be found in the job description at www.scrd.ca/careers.

Compensation and Benefits

We have what is being called one of the very best compensation and benefits packages that are out there. Immediately upon hire this position includes an additional \$3.05 per hour cash-in-lieu of benefits, offers 6% vacation pay, and after 30 days of employment the wage rate will include an additional 5% in lieu of statutory holiday pay. After 90 days of employment, casual employees are eligible for up to five (5) paid sick days for previously scheduled work. This is a bargaining unit position with the following wage rates:

- Lifeguard I **\$27.23 per hour**
- Instructor Guard **\$29.44 per hour**
- Lifeguard II **\$33.12 per hour**

Working hours may vary but are expected to be about 37.5 hours per week, in a temporary capacity. Schedules may include weekend and evening hours and incumbents must be able to work at the Pender Harbour Aquatic Facility. At the conclusion of the temporary assignment, this position will move from temporary full-time to casual and will have the opportunity to join the General Casual List. Current regular employees of the SCRD who post into temporary vacancies will retain full benefit coverage. **Please note: This appointment is subject to a satisfactory RCMP Police Information Check.**

How to Apply

We look forward to hearing from you! Please send a current resume and a cover letter **quoting the competition number** via [email](mailto:hr@scrd.ca) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve. We thank all applicants in advance for your interest.

LIFEGUARD I**EXEMPT:** No**SALARY LEVEL:** Grid 2, Band 6**LOCATION:** SCRD Aquatic Centres**APPROVED BY:** Karen Preston*Replaces: Lifeguard 1***DIVISION:** Recreation Services**DEPARTMENT:** Community Services**SUPERVISOR:** Aquatic Supervisor**DATE:** Nov 2020*DATE: Oct 2016*

SUMMARY: Working within a community development philosophy, this position provides life-guarding services to the patrons of the SCRD Aquatic Recreation Centres; performs administrative and janitorial duties.

KEY RESPONSIBILITIES *include the following:*

1. To provide life-guarding services and to ensure the safety of the patrons and staff of the SCRD.
2. To perform janitorial duties to ensure the safety and cleanliness of the entire facility.
3. To perform administrative duties as required.
4. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following; other activities may be assigned:*

1. Performs lifeguard duties and provides emergency or first-aid assistance when required.
2. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.
3. Reads gauges and performs routine safety and maintenance checks on equipment.
4. Performs janitorial tasks in accordance with the daily and weekly checklists.
5. Provides information in response to concerns of the general public; educates patrons on pool safety rules.
6. Operates the cash register and processes transactions.

KEY RELATIONSHIPS *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Members of the general public
- Other Aquatic staff

DECISION MAKING AUTHORITY *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor:*

- Decisions involved in safety, aquatic rescue situations and prevention of incidents
- Enforcing pool regulations and reporting violations of the pool regulations to the shift supervisor or Manager
- Secure handling of pool revenue
- Reporting maintenance/equipment issues to Aquatic Supervisor or Manager

PROBLEM SOLVING RESPONSIBILITY:

- Cause and effect thinking – safety of the general public and other staff
- Diagnosing of basic problems with the chemical balances of the pool/hot tub and the operation of equipment

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING

- Completion of Grade 9

Current certifications as follows:

- National Life Saving Award (Pool Option)
- CPR Basic Rescuer (within one year)
- First Aid training (Aquatic Emergency Care, Industrial First Aid and Red Cross or St. John's Standard First Aid)
- WHMIS

Preferred certifications:

- Pool Operator,
- Red Cross Water Safety Instructor Award/Lifesaving Instructor Award,
- BCRPA Fitness Certification

EXPERIENCE

- Relevant experience *i.e. life-guarding, instructing, working with children/teens, leadership role in school/community, babysitting)*

OTHER SKILLS/KNOWLEDGE

- Ability to work effectively in a team environment

- Ability to communicate effectively with patrons, general public and other staff
- Knowledge of all applicable regulations including the BC Health Act and Red Cross and Lifesaving guidelines.
- Ability to read gauges and understand chemical readings

CONDITIONS OF EMPLOYMENT

- Satisfactory results from RCMP Criminal Records Check
- Available to work day, evening, weekend and before and after school shifts as required.

MEASUREMENT DATA *(to be used in combination with SCRD Core Competencies)*

- Maintains a high level of safety in life-guarding duties.
- Water quality, equipment and supplies maintained according to procedures.
- All areas kept clean and maintained in a safe condition.
- Maintains good relations with patrons and the public and responds to questions or complaints with tact and diplomacy.
- Maintains smooth harmonious relations with staff.

SUPERVISORY RESPONSIBILITIES

- None

ADDITIONAL INFORMATION

- May be required to work various shifts including evenings and weekends.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

INSTRUCTOR GUARD**EXEMPT:** No**SALARY LEVEL:** Grid 2, Band 8**LOCATION:** Sechelt/Gibsons**APPROVED BY:** Karen Preston*Replaces: Instructor Guard***DIVISION:** Recreation Services**DEPARTMENT:** Community Services**SUPERVISOR:** Aquatic Supervisor**DATE:** Nov 2020*DATE: Oct 2016*

SUMMARY: Working within a community development philosophy, this position provides life-guarding services to the patrons of the Sunshine Coast regional District; leads and instructs groups and individuals in swimming and fitness programs; acts as senior shift lifeguard; performs janitorial and administrative duties.

KEY RESPONSIBILITIES *include the following:*

1. To act as supervising lifeguard and ensure the safety of patrons and staff and be responsible for the facility in the absence of the Manager or Aquatic Supervisor.
2. To ensure appropriate use of space and equipment, plan, co-ordinate and instruct quality, safe classes for patrons.
3. To perform maintenance and janitorial duties to ensure the cleanliness and safety of the entire facility.
4. To perform administrative duties as required.
5. To ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
6. To maintain up to date knowledge of the Workers Compensation Act and OHS Regulations applicable to the work being supervised; to comply with and promote safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *includes the following: other activities may be assigned:*

1. Performs lifeguard duties and provide emergency or first aid assistance when required.
2. Assembles supplies and equipment and instructs aquatic programs
3. Provides work direction to Lifeguard I & II in the absence of the Manager and Aquatic Supervisor.
4. Educate patrons on pool safety.

5. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.
6. Reads gauges and performs routine safety and maintenance checks on equipment in accordance with daily and weekly checklist.
7. Opens and closes facility, operates and balance the cash register, processes transactions, orders supplies and perform other duties related to the administration of the pool.
8. Plans, co-ordinates and delivers special events and programs such ProD days, holiday events, etc
9. Provides fitness and lifestyle awareness information to patrons.

KEY RELATIONSHIPS: *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Members of the general public
- Other PHA&FC staff.

DECISION MAKING AUTHORITY: *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Decisions involved in safety, aquatic rescue situations and prevention of incidents.
- Tailoring programs for the size and swim level of each class and their swim lessons.
- Decisions involved in the choice of music and movements for each fitness class
- Decisions involved in the overseeing of lifeguards
- Implementation of safety regulations and policies in day-to-day work.
- Secure handling of pool revenue
- Enforcing pool regulations and reporting violations to Manager or RCMP
- Reporting maintenance/equipment issues to Aquatic Supervisor or Manager

PROBLEM SOLVING RESPONSIBILITY:

- Cause and effect thinking – safety of the general public
- Resolve work related problems i.e. staff and patron
- Adjusts activities for participants in accordance with variety of individual fitness and swim levels or medical conditions
- Diagnosing and resolution of basic problems with the chemical balance of the pool or the operation of the equipment.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING

- Completion of Grade 10

Current certifications as follows:

- National Life Saving Award (Pool Option)
- Red Cross Water Safety Instructor Award
- Life Saving Instructor Award
- Pool Operator I
- CPR Basic Rescuer (within one year)
- First Aid training (Aquatic Emergency Care, Industrial First Aid, Red Cross or St. John Standard First Aid)
- WHMIS

Preferred certifications:

- Fitness Leadership, First Aid Instructor, Lifesaving Examiner & IT, Red Cross IT; Certification, Adapted Aquatics/Fitness Instructor

EXPERIENCE

- Experience in the provision of life-guarding services.
- Experience in planning, organizing and scheduling a variety of activities, preferably in a recreation setting.
- Experience in leadership/instructional activities such as coaching, volunteer programs, etc.

OTHER SKILLS/KNOWLEDGE

- Ability to plan, design and organize lesson plans for a variety of audiences
- Ability to work independently with a minimum of supervision.
- Ability to work effectively in a team environment, particularly in a team leader capacity.
- Ability to communicate effectively with patrons, general public and other staff.
- Knowledge of applicable regulations in the B.C Health Act and all Red Cross and Lifesaving guidelines
- Ability to read gauges and understand chemical readings and diagnose basic equipment malfunctions.

CONDITIONS OF EMPLOYMENT

- Satisfactory results from RCMP Criminal Records Check.
- Available to work day, evening and weekend shifts as required.

MEASUREMENT DATA *(to be used in combination with SCRD Core Competencies)*

- Maintains a high level of safety in life guarding duties.
- Promotes and maintains smooth, harmonious relations with staff; provides sound, safe work direction.
- Promotes and maintains good relations with the public and responds to questions or complaints with tact and diplomacy
- Compliance of staff with all Regional District policies, department procedures, and safety procedures
- Water quality, equipment and supplies maintained
- All areas kept clean and maintained in a safe condition
- Works with a minimum of supervision.

SUPERVISORY RESPONSIBILITIES

- None.

ADDITIONAL INFORMATION

- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

LIFEGUARD II

EXEMPT: No**SALARY LEVEL:** Grid 2, Band 10**LOCATION:** SCRD Aquatic Centres**APPROVED BY:** Manager, Recreation Services*Replaces: Lifeguard II***DIVISION:** Recreation Services**DEPARTMENT:** Community Services**SUPERVISOR:** Aquatic Supervisor**DATE:** February 2024*DATE: Nov 2020*

SUMMARY: Under the general direction of the Aquatic Supervisor, this position provides life-guarding services to the patrons of the SCRD Aquatic Recreation Centres; performs administrative and janitorial duties.

KEY RESPONSIBILITIES *include:*

1. Provides instruction and lifeguarding and services and to ensure the safety of the patrons and staff of the SCRD.
2. Acts as senior shift lifeguard, in the absence of Supervisor or Manager, to oversee duties of Lifeguard I and Instructor/Guard and be responsible for the facility.
3. Performs administrative duties as required.
4. Performs janitorial duties to ensure the safety and cleanliness of the facility.
5. Follows Sunshine Coast Regional District policies, Occupation Health and Safety policies and all applicable Workers' Compensation Board regulations.
6. Complies with, and promotes, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Performs lifeguard duties and provides emergency or first-aid assistance when required.
2. Assembles supplies and equipment and instructs aquatic programs.
3. Provides work direction to Lifeguard I's and Instructor/Guards such as assignment of tasks including but not limited to maintenance and administrative tasks and ensure that they are completed.
4. Provides information in response to concerns of the public; educates patrons on pool safety rules.
5. Opens and closes facility, operates and balance the cash register, processes transactions, orders supplies and perform other duties related to the administration of the pool.
6. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.
7. Reads gauges and performs routine safety and maintenance checks on equipment.
8. Performs janitorial tasks in accordance with the daily and weekly checklists.
9. Operates and balances the cash register and processes transactions.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of Grade 12 or 18 years old.
- National Lifeguard - Pool
- CPR C (within one year)
- Standard First Aid - SFA

- Airway Management Oxygen Administration - AMOA
- Swim Instructor - SI (Lifesaving Society) and/or Lifesaving Instructor – LSI
- Completion of WHMIS
- Satisfactory results from RCMP Personal Information Check (PIC).
- Up to 2 years relevant experience; including, customer service, lifeguarding, instructing, working with children/teens, leadership role in school/community, babysitting.

PREFERRED QUALIFICATIONS

- Instructor certification - SI & LSI
- BCRPA or CALA Aquatic Fitness Instructor certification
- Pool Operator Level 1
- Pool Operator Level 2
- Instructor Trainer - IT
- Lifesaving Trainer - LT
- National Lifeguard Instructor - NLI
- First Aid Instructor – FAI

OTHER SKILLS/KNOWLEDGE

- Works effectively in a team environment particularly in a team leader capacity, with a minimum of supervision.
- Communicates effectively with patrons, public and other staff.
- Sound knowledge of all applicable regulations including the BC Health Act and Red Cross and Lifesaving guidelines.
- Reads gauges and understand chemical readings and diagnose basic equipment malfunctions.
- Maintains good relations with patrons and the public and responds to questions or complaints with tact and diplomacy.
- Maintains smooth harmonious relations with staff.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.