



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### **HEAD LIFEGUARD PERMANENT, FULL TIME (35 HOURS PER WEEK)**

As part of the Centre Wellington Aquatic Centre Team, the Head Lifeguard maintains and enforces high safety standards of the aquatic facility at all times. As part of the pool deck team, the Head Lifeguard is a key holder and is responsible for opening and closing the Aquatic Centre as required. The Head Lifeguard oversees the smooth delivery of scheduled programs, provide functional direction and guidance to staff and volunteers while maintaining open lines of communication with patrons, staff, and supervisors.

The Head Lifeguard is required to perform the duties of a Lifeguard, Swim Instructor, Aquafit Instructor and Pool Deck Supervisor in addition to administrative tasks such as staff scheduling, planning and leading staff training. The Head Lifeguard is the team leader and is required to ensure that all staff are organized and prepared for programs. They are responsible for deck supervision duties and ensure that the facility is safe to open and remain open for patrons. The Head Lifeguard represents the Township of Centre Wellington in a consistent, positive manner through ownership of programs, the facility and meeting customer service expectations.

#### **Key Major Responsibilities:**

- As the person in charge on the pool deck, direct all staff, public, and patrons for the successful operations of the deck programs during the shift.
- Maintain a high standard of safety supervision at all times.
- During an emergency, ensure the safety of all patrons and Centre Wellington employees in the aquatic facility is a priority, including emergency response, evacuations, and water rescue.
- Supervise and assist with staff training, discipline and evaluation.
- Oversee programs and staff to ensure programs run smoothly and efficiently.
- Provide functional direction, feedback and evaluation to instructors, lifeguards and assistant instructors, providing follow-up to the Manager when issues arise with staff.
- Provide effective emergency response, executing proper rescue techniques and providing first aid within the scope of their training. Liaison with appropriate emergency services personnel to ensure effective transfer of care as dictated by the situation.
- Follow protocols and assist to maintain the cleanliness and disinfection of the aquatic facility, pool, change rooms, washrooms and cleaning spilled bodily fluids from injuries or accidents.
- Monitor staff lesson plans on a daily basis during instructional programs. Proofread all final participant report cards. Collect all test sheets from the staff on the last day of lessons and submit them to the Manager of Aquatics, Recreation Programs & Customer Service. Act as a liaison between the public and instructors on feedback day and during lesson programs. Plan and assign swimming lessons to the instructors.
- Responsible for lifeguarding and instructing on a regular basis during each shift.
- Follow up and respond to inquiries, resolve complaints, and concerns from patrons and parents.
- Prepares staff schedules for the manager to approve. Implements schedule on a daily basis and oversees shift changes and adequate deck coverage. Delegates deck duties to staff. Ensure legislated supervision of aquatic programs is met.
- Other duties are assigned by the Manager of Aquatics, Recreation Programs and Customer Service.

#### **Qualifications and Requirements:**

- Secondary School Diploma
- Current National Lifeguard certification, current Red Cross Instructor certification, current Lifesaving Society Instructor certification, current Standard First Aid and CPR-C certification.
- Lifesaving Society Aquatic Supervisor Training
- A minimum of 700 hours aquatic experience
- Aquafit Certification from a recognized provider (or required as a condition of employment within the first six (6) months of employment in the position)
- Mature, reliable, confident and possess strong interpersonal and communication skills
- Able to work under pressure
- Must be able to work in a positive manner with other staff to resolve conflict
- Strong computer skills are a must and include knowledge of MS Office Word and Excel. Understanding of the ActiveNet computer system is an asset
- A strong understanding of site specific emergency procedures and how to manage staff and patrons in these situations.
- A strong understanding, experience and proven ability in the positions of Assistant Instructor Lifeguard, Lifeguard and Swim Instructor positions.
- Able to work as part of a leadership team.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the Township of Centre Wellington vaccination requirement, prior to commencing employment.

**Must maintain National Lifeguard physical standards including:**

- 50 metres head-up sprint swim in 60 seconds or faster
- Swim 400 metres in 10 minutes or better
- Swim 15 metres, surface dive to bottom of pool and retrieve a 20lb object, surface and carry the object 5 metres; all within 40 seconds or better
- 15 metre head-up swim to contact a distressed swimmer, carry the victim 5 metres supporting the victim's head and shoulders above the water
- Submerge and swim 15 metres underwater
- Swim 25 metres to recover a submerged victim, then carry the victim 25 metres; all within 90 seconds.

**HOURS OF WORK:**

Normal hours of work are scheduled on Monday – Friday between 6:00 a.m. – 5:00 p.m. Some evening and weekend work may be required, and the successful candidate must be available on an on-call basis.

**Rate of Pay:** \$23.48 per hour (2021 Rate)

**How to Apply:** Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0  
via email to: [careers@centrewellington.ca](mailto:careers@centrewellington.ca)

**Deadline to Apply:** Tuesday, November 30, 2021 at 4:00 p.m.

Qualified applicants are invited to submit a resume and cover letter in **one document in MS Word or .PDF format**. Please include your ***first name, last name and the position title in the subject line***.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

*As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.*

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*