



**Job Description (CBA)
Aqua Centre Head Instructor-Guard**

Document No.	MMJ-208
Date of Issue	Jan. 2/13

Date Effective	February, 2000	Date Reviewed	January 2013
Department	Parks & Recreation	Responsible To	Aquatic Supervisor Recreation Manager

Nature & Scope of Work

This is work involving decision making, public relations, safe handling of chemicals, ensuring the safety of patrons, cleaning, and teamwork. Generally, good workmanship is expected in order to maintain established standards, therefore employee is subject to checks on his work during its progress and after completion.

Examples of Work

- ◆ Teaching and life guarding assigned instruction, and/or public swimming sessions.
- ◆ Ascertaining that all employees on shift are performing their duties to the best of their abilities.
- ◆ Maintain correct chemical readings and making necessary equipment adjustments when necessary.
- ◆ Ensuring that all personnel clean up pool area at the end of each shift.
- ◆ Checking all deck safety equipment and making necessary adjustments at the end of each shift.
- ◆ Noting all complaints and problems on the Head Guard Shift Report.
- ◆ Direct staff personnel to perform cleaning and maintenance during low attendance periods.
- ◆ Perform such other duties as may be assigned by the Pool Manager.
- ◆ Carry out First Aid treatment as needed.
- ◆ Knowledge of backwash and precoat filters.
- ◆ Knowledge of backwash and cleaning of Jacuzzi performed as directed.
- ◆ Other duties as assigned.

Desired Knowledge, Abilities & Skill

- ◆ Standard First Aid & C.P.R. Level "C" Certificate (Current)
- ◆ Red Cross Water Safety Instructor Award (Current)
- ◆ Bronze Cross (Current)
- ◆ NLS Certificate
- ◆ 16 years old or older