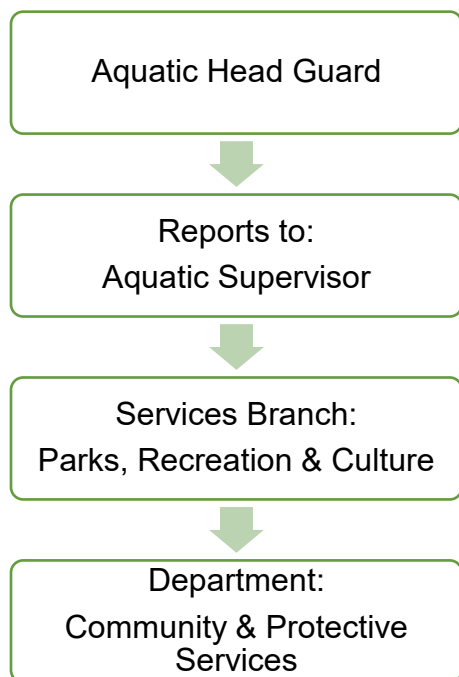




Aquatic Head Guard Job Description

Position Details



Supervisory Role:	No
Union Scope Role:	Yes
Position Status:	☒ Full-Time ☐ Part-Time ☒ Permanent ☐ Temporary ☐ Interim ☐ Casual ☐ Seasonal
Hours per Week:	40
Work Location:	Hinton Recreation Centre
Job Classification:	Lifeguard

POSITION SUMMARY

Reporting to the Aquatic Supervisor, this position is primarily responsible for assigning & directing the daily operation of the Aquatic area as outlined by the Aquatic Supervisor. This position will work in accordance with the job expectations as outlined in one of the three Aquatic Head Guard specialties: Aquatic Operations & Safety, Aquatic Programming and Special Events, or Advanced Aquatic Instructor Trainer.

WORK RESPONSIBILITIES

This position performs all duties and responsibilities as laid out in the Aquatic Instructor Guard job description and is additionally responsible for the execution of duties within their designated Aquatic Head Guard specialty.

QUALIFICATIONS

	Head Guard – Advanced Aquatic Instructor/Trainer*	Head Guard – Programs & Special Events**	Head Guard – Operations & Safety***
Qualifications	• LSS SEE Auditor • FAI(T) • LSI(T)	• Aqua Fitness Instructor • Aqua Fitness Instructor Trainer	• LSS ASI • Pool Op. Instructor



Aquatic Head Guard Job Description

	• NLI(T)		
Competencies		• ActiveNet: Program Creation • ActiveNet: Enrol/Withdrawal	

**Training in higher Levels is encouraged but not mandatory*

- High School Diploma or GED
- Minimum 2 years of work experience as a Lifeguard
- Minimum 1 year of work experience in pool operation
- Aquatic Certifications including:
 - LSS Swim Instructor (WSI transfer also acceptable)
 - LSS ASI ***
 - LSS SEE Auditor *
 - National Lifeguard Certification or equivalent
 - LSI, FAI, & NLI
 - FAI(T), LSI (T), & NLI(T) *
 - Pool Operator I & II
 - Pool Operator Instructor ***
 - Aqua Fitness Instructor **
 - Aqua Fitness Instructor Trainer **
- Valid Standard First Aid and CPR Level C (Red Cross, St. John's, or Aquatic Emergency Care)
- Completion of WHMIS
- Advanced with Microsoft Office Suite
- Satisfactory background screening is required for this position including a Criminal Record Check, Vulnerable Sector Check, and Child Welfare Check
- A Class 5 Driver's License with a satisfactory Driver's Abstract

SKILLS & ABILITIES

- Must be able to perform and lead junior staff through stressful situations
- Excellent decision-making and problem-solving skills
- Demonstrate patience and understanding of differing learning styles when mentoring staff and administering public programming
- Must be able to perform under stressful situations and model appropriate behaviour in the aquatic environment
- Must be outgoing and confident while demonstrating superior public relations skills
- Be comfortable educating patrons and staff in matters of safety and policy
- Excellent leadership and public relations skills that inspire and motivate staff and volunteers to perform at their best



Aquatic Head Guard Job Description

- Communicate effectively and diligently while reporting
- Demonstrate a positive, collaborative, and coachable attitude while willing to learn and grow
- Demonstrate reliability, punctuality, and ownership of actions
- Possess good time management and delegation skills
- Proven ability to give and receive constructive criticism
- Demonstrate a high degree of personal initiative while working independently
- Demonstrate a commitment to continuous training and professional development opportunities staying current with industry trends to deliver effective and compliant programming
- Able to work as a dependable team-member while contributing to leading a team-based work environment
- Maintain a high level of confidentiality in all interactions

WORKING CONDITIONS

Details pertaining to the physical demands of the position can be found in the Physical Demands Analysis and Job Hazard Assessment with Health & Safety.

Hours

Able to work evenings and weekends as required.

Physical Effort

Must possess the agility, strength, and physical stamina to perform arduous and prolonged work under adverse and strenuous conditions. Frequent standing. Varying levels of physical effort, including moderate to heavy lifting, walking, pushing, pulling, reaching, carrying. Operation and use of required tools and equipment skillfully and safely.

Travel

No travel required for this position.

Work Environment

Moderate exposure to an office environment, significant exposure to a recreational and/or cultural area designated for public use. Significant exposure to the public in a service provision capacity. Potential exposure to client volatility dealing with the public.



Aquatic Head Guard Job Description

HEALTH & SAFETY

Ensure the Town of Hinton health and safety policies, procedures, directives, and safe work practices are followed in accordance with the *Occupational Health and Safety Act* and *Regulations*.

APPROVALS

Established:	August 2016
Revised:	13 May 2022