



## **MUNICIPALITY OF JASPER JOB DESCRIPTION MANUAL**

### **Title: Lifeguard/Instructor Level II**

Classification: CUPE 1458 – Pay Level 9	Supervisor: Fitness & Aquatic Centre Manager
Department: Community Development	Work hours: 7.5 hours/day, 37.5 hours/week
Status: Permanent Full Time	

### **SUMMARY DESCRIPTION**

Perform lifeguarding, instruction, shift supervisor if more junior staff present, custodial duties, mechanical duties, and public relations. Perform various administrative/operational duties as assigned. Lifeguard/Instructor level II staff work alone or as part of a team to promote and enable the safety and education of the members and guests of the Municipality while at the Fitness & Aquatic Centre.

### **POSITION-SPECIFIC DUTIES**

- As a member of a team, promote and enable safe and enjoyable experiences for members and guests of the Municipality while at the Fitness & Aquatic Centre through effective lifeguarding and customer service;
- Promote and provide high-quality instructional experiences to the members and guests of the Municipality;
- Communicate effectively and appropriately with the members and guests of the Municipality as well as contractors and Municipal staff, including face-to-face, telephone, print and electronic communications;
- Understand and follow all Emergency Procedures, participate in training to ensure appropriate emergency response and follow up. Regularly review same;
- Understand and follow the Collective Agreement between the Municipality and C.U.P.E. local 1458. Regularly review same;
- Understand and follow all training received in the Facility Proficiency Package, and perform mechanical duties in accordance with that training. Regularly review same;
- As operational needs dictate, may be trained to perform all duties of a Clerk I or Clerk II. Welcome all members and guests of the Municipality, performing facility admittance, membership administration, program registration, and promotion of safe and enjoyable experience for all visitors to the Fitness & Aquatic Centre;
- In the absence of more qualified staff, act as shift supervisor;

- As operational needs dictate, perform various administrative, operational, custodial and any other job duties as assigned.

### **GENERAL MUNICIPAL DUTIES**

- Act as an ambassador for the Municipality of Jasper in the community;
- Work collaboratively with other municipal department staff;
- Adopt a culture of continuous improvement, guided by the Municipality of Jasper's values of: respect, accountability, communication, professionalism, empathy and teamwork;
- Review, understand, and follow municipal policies and procedures;
- Perform all duties in line with the municipal Occupational Health and Safety (OH&S) program;
- Document and report all incidents or near-miss situations in accordance with policy; and

### **COMPETENCIES AND BEHAVIOURS**

- Excellent interpersonal and communication skills, in writing, on the phone and in-person;
- Ability to maintain a positive attitude and be flexible in a team environment;
- Ability to stay calm and professional in stressful situations;
- Ability to handle sensitive, confidential and trauma-related information;
- Ability to maintain privacy and use discretion in a confidential work environment;
- Meet Physical Demands Ability Test, including but not limited to; being able to safely do all NL standard skills at any time, being able to reach the deepest point in our facility (4.5m) and safely recover a 9kg brick;
- Committed to the Municipality of Jasper's Core Values – Professionalism, Empathy, Accountability, Respect, Communication and Teamwork

### **DESIRED KNOWLEDGE, EDUCATION, AND EXPERIENCE**

- Alberta Government Approved - Immedaite First Aid, CPR C & AED Certifications;
- Lifesaving Society - National Lifeguard Certification;
- Lifesaving Society - Lifesaving & Swimming Instructor Certification;
- Demonstrated ability to problem solve and find solutions;
- Demonstrated ability to plan programming and implement it;
- ***Preference may be given to candidates with additional training in recreation or related fields. (Examples may include, Facility Proficiency Package, Additional Pool Operator training, O2 Administration, Lifesaving Society - Lifesaving & Swimming Instructor Certification, First Aid Instructor, National Lifeguard Instructor, Lifesaving Society - Trainer, Aquafit Instructor, Coaching Certifications, Alberta Municipal Health and Safety Association training, or other specialty training that can be demonstrated to be of benefit.)***

Approved: \_\_\_\_\_



Date: 2023-09-05

Bill Given  
Chief Administrative Officer  
Municipality of Jasper