



Town of Pincher Creek – Recreation Department

JOB DESCRIPTION

Junior Lifeguard

Reports to: Aquatic Coordinator, Recreation Manager

Direct Subordinate Positions: None

Under the direction of the Aquatic Coordinator and on shift Senior Guard when Coordinator is absent. the Junior Guard is responsible for providing a safe, clean, friendly environment in which Pool patrons may enjoy all aspects of aquatics. This person will assist with the operation and maintenance of the facility as required.

MAJOR RESPONSIBILITIES

1. PROVIDE EXCELLENT CUSTOMER SERVICE
 - work with all staff to define and provide excellent customer service
 - maintain open communication with patrons and staff
2. LIFEGUARDING DUTIES AS ASSIGNED
 - perform on deck duties as lifeguard
 - monitor patrons in pool and wading area
 - conduct and log frequent patron head counts and compare to attendance figures
3. PROVIDE PROFESSIONAL INSTRUCTION TO PATRONS
 - swimming lessons
 - aquatics programs
4. INITIATE EMERGENCY RESPONSE AND ADMINISTER FIRST AID TO STAFF AND PATRONS AS REQUIRED
 - administer first aid as required
 - request outside emergency assistance as required
 - document all incidents/injuries and forward to Co-ordinator of Aquatic Services
 - work with other staff members during emergency situations
5. ENSURE THAT MAINTENANCE AND CLEANING IS CARRIED OUT AS SCHEDULED
 - carry out and record all maintenance and cleaning on appropriate log
 - conduct frequent walk arounds to monitor cleanliness and safety inside and outside of building
 - keep the pool deck area in a clean and tidy state
 - Keep the staff room and first aid room in a clean and tidy state



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6. ENSURE THAT ALL EQUIPMENT IS MAINTAINED IN A CLEAN, SAFE OPERATING CONDITION
 - ensure all safety equipment is in satisfactory condition
 - ensure that all equipment used by patrons is in clean, safe operating condition
7. ENSURE A SAFE WORK ENVIRONMENT FOR STAFF
 - be familiar with and follow all safety rules
 - notify on shift supervisor (Aquatic Coordinator, Senior Guard) immediately of any safety concerns
 - document any near misses and incidents
8. ENSURE A SAFE ENVIRONMENT FOR PATRONS
 - enforce safety rules on deck, in change rooms and general facility
 - instruct patrons in the safe use of equipment
 - document any near misses and incidents
9. BE FAMILIAR WITH AND ADHERE TO ALL POLICIES AND PROCUDURES
 - COVID-19
10. ASSIST IN MAINTAINING WATER QUALITY AT PRESCRIBED LEVELS
 - perform basic water tests and record
 - report to on shift supervisor (Aquatic Coordinator, Senior Guard) any abnormalities or water quality
11. ASSIST WITH FACILITY OPERATIONS AND MAINTENANCE
 - report any irregularities to the Multi-Purpose Facility Coordinator
 - record any matters of concern for follow up
 - assist the Multi-Purpose Facility Coordinator with general maintenance duties as required.
12. ASSIST WITH ADMINISTRATIVE DUTIES AS DIRECTED BY SUPERVISOR
 - record deck attendance on a regular basis
13. ATTEND MEETINGS AS REQUIRED
 - in service training
 - staff meetings
14. ASSIST WITH FRONT DESK DUTIES WHEN APPLICABLE



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15. WRITE AND SUBMIT REPORTS AS REQUIRED

16. ADVISE AQUATIC CO-ORDINATOR WHEN SUPPLIES ARE REQUIRED

17. MAINTAIN PROFESSIONALISM IN ALL ASPECTS OF WORK

18. ASSIST WITH EMERGENT OR UNFORSEEN DUTIES AS REQUIRED

Employee Signature

Date

Supervisor Signature

CAO: A. Lucas

Date: Sept 11th, 2023

