

Town of Claresholm

Job Title	Assistant Lifeguard		
Manager's Job Title	Recreation Manager	Salary Grade	\$17.57 + yearly COLA
Department	Aquatics	Date Created	January 2025

Assistant Lifeguard

Reports To

Recreation Manager, Aquatics Coordinator and/or Senior Lifeguard on duty

Job Summary

The Assistant Lifeguard, under the direction of the Aquatics Coordinator, and/or Recreation Manager, must work alongside the Junior and Senior Lifeguards on duty, to provide pool supervision to ensure a safe and enjoyable environment, and be capable of providing first aid treatment where necessary. The Assistant Lifeguard will assist the Lifeguards in the overall safety of all patrons utilizing the pool. Other responsibilities will include ringing in customers as a cashier, answering the phone, letting customers into the entry hallway, maintaining the cleanliness of the pool area as well as assisting the with practical and administrative duties.

The number of assistant lifeguards on active swimmer safety surveillance (on deck) shall not exceed the number of National Lifeguards on deck and shall follow the modified lifeguarding ratios.

Competencies

- Communication - Able to communicate effectively and respectfully to public and co-workers.
- Team Work – Works cooperatively and effectively with others to reach a common goal.
- Accuracy – Able to process transactions and balance at the end of the day
- Organization – Able to create or maintain processes to ensure all relevant information is easily accessible.
- Problem solving – Able to break down a situation into smaller pieces to identify key analytical methods to come to a realistic conclusion.
- Professionalism – Demonstrates professional standards of conduct when interacting with public and co-workers
- Time Management Skills – Exercise conscious control of time spent on work activities such that time is used effectively and efficiently to complete priority tasks.
- Attention to Detail – Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered
- Compassionate – Shows concern and empathy in a supportive manner to co-workers and customers
- Cultural Sensitivity – Promotes an inclusive environment exemplified by understanding all cultural groups

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- Safety- Focus on safe practices

Job Duties

- Provide exemplary customer service and deal with customers in a professional manner
- Perform all duties under the supervision of the Aquatics Coordinator and Senior Guard on duty
- Enforce all pool rules and supervise assigned areas to ensure the safety of all patrons
- Ensure safety standards and policies of the Town of Claresholm are maintained at all times and adhere to the Code of Conduct for National Lifeguards and Leadership Volunteers of the Lifesaving Society.
- Document, and report to your supervisor, any incidents that occur during your shift.
- Update program stats
- Wear appropriate PPE and follow WHMIS standards when cleaning
- Handle cash
- Provide first aid treatment as required
- Process program registrations and pool rentals
- Read the communication log and sign
- Perform all cleaning duties as scheduled, including pool deck, change rooms, office, first aid room, hallway, windows, bulletin boards and all other pool areas pertaining to the Claresholm Aquatic Center as required
- Setup and take down of equipment as required
- Attend all staff training sessions/in-services planned throughout the year
- Be alert, physically fit, and ready to work at all times
- Be in proper uniform and suitable attire at all times when on duty
- Have on file, at the pool, and at the Town of Claresholm Administration Office, a photocopy of current First Aid and Bronze Cross certifications as well as any other applicable awards.
- Be ready, and on deck, for your scheduled shift times. Assistant Lifeguards and Lifeguards should arrive 10-15 minutes early for shifts.
- Complete all administrative forms when necessary
- The Assistant Lifeguard is expected to assist, if necessary, the Senior Lifeguard and the Junior Lifeguards with all duties assigned to them.
- All other duties as assigned

Job Requirements

- The Assistant Lifeguard must have all appropriate certifications, including a current Intermediate First Aid and a National Lifeguard award dated not more than two years from the date of certification.
- Must be 15 years of age or older
- Must provide a clean criminal record check including vulnerable sector check
- Ensure that all necessary qualifications and certifications are kept current
- Able to maintain a high level of physical fitness
- Decision making skills
- Effective verbal and listening skills

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- Must be flexible to work varying scheduled shifts
- Effective communications skills
- WHMIS
- Effective public relations skills

Work Conditions

- Regular lifting, carrying and management of supplies for the practice of lifesaving techniques
- Loud/noisy work environment
- Extended periods of time in the pool
- Exposure to chemicals used in the pool
- Exposure to cleaning supplies