

POSITION TITLE:	Lifeguard	POS. NO:	3068 A
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	March 15, 1995
REVIEWED OR AMENDED DATE:	November 4, 2025	APPROVED BY:	Manager of Recreation Services

POSITION FUNCTION

Perform life guarding functions to ensure the safety of patrons using the swimming pool.

KEY DUTIES

Monitor patrons using the pool, pool deck, weight room, saunas and change rooms; enforce pool rules and regulations; greet patrons; assist patrons to put on and remove life jackets and other equipment; respond to enquiries from patrons regarding pool activities.

Set up and take down pool lanes, ropes and signs; ensure pool is cleared after each swim; ensure pool and all rooms are cleared after last swim of the day; coordinate games for children as attendance permits.

Clean pool deck, change rooms, first aid room and staff room; vacuum and wipe down weight room; clean patio furniture; remove and store equipment such as life jackets, surfboards, toys and bleach bottles; deal with minor locker problems; ensure freezer is stocked with ice; apply ice to patrons as required.

Ensure first aid equipment is complete; use oxygen, spine board, pocket mask and first aid kit in the event of an emergency; update the pool log by recording any incidents.

Perform related duties where qualified.

INDEPENDENCE

Work is assigned by supervisor or performed according to established routine.

Work is reviewed while in progress by supervisor.

Problems such as incidents or accidents, serious complaints from patrons and schedule changes are referred to supervisor.

WORKING CONDITIONS

Physical effort:

Prolonged standing and walking on cement deck. (continuous)

Mental effort:

Long periods of intense concentration while scanning the pool. (continuous)

Visual/auditory effort:

Normal.

Work environment:

Pool deck.

Exposure to humidity, germs, noisy environment; walk on slippery deck. (continuous)

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities.

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Understand and apply the principles of water rescue and first aid.

Deal with the public in a courteous and tactful manner.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Partial High School.

National Life Saving Certification. (40 hours)

Standard First Aid Certification intermediate level. (16 hours)

Experience:

Not required.

or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.

POSITION TITLE:	Swim Instructor	POS. NO:	3074A
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	March 15, 1995
REVIEWED OR AMENDED DATE:	November 4, 2025	APPROVED BY:	Manager of Recreation Services

POSITION FUNCTION

Organize and instruct swim classes.

KEY DUTIES

Organize and prepare swimming lessons for participants including large school groups; prepare lesson plans and equipment; instruct classes and evaluate students; discuss student progress with parents; ensure safety standards and policies are maintained; provide first aid treatment as required.

Maintain records such as progress updates and attendance; tidy pool deck, weight room, change rooms, patio and equipment room.

Perform related duties where qualified.

INDEPENDENCE

Work is assigned by supervisor or performed according to established routine.

Work is reviewed while in progress by supervisor.

Problems such as severe discipline problems, complaints from parents and moving children into different classes are referred to supervisor.

WORKING CONDITIONS

Physical effort:

Swim; lift and catch children. (continuous)

Mental effort:

Short periods of intense concentration while preparing lesson plans and teaching. (frequent)

Visual/auditory effort:

Normal.

Work environment:

Pool.

Exposure to humidity, germs, noisy environment; walk on slippery deck. (continuous)

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities.

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Understand and apply the principles of swimming instruction.

Advanced level swimming.

Deal with the public in a courteous and tactful manner.

Communicate effectively verbally.

Understand and apply first aid and C.P.R. techniques.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

High school graduation.

Lifesaving Society Swim for Life Instructor.

Experience:

Up to 2 years of related experience.

or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.