



**JOB DESCRIPTION**

Salary/Grade	Job No.
5	

<b>Job Title</b> Lifeguard/Instructor	<b>Division</b> Field Operations
<b>Supervisor's Title</b> Principal	<b>Superintendency</b> Secondary Schools and Elementary Schools
<b>Union Status</b> CUPE 1328	<b>Department/Location</b> Secondary Schools and Elementary Schools

**PRIMARY FUNCTION:**

The primary function of this job is to work as a lifeguard in the pool and to assist in giving swimming instructions to students.

**MAIN RESPONSIBILITIES:**

1. Carries out daily safety checks to the pool area by:

- making sure the emergency telephones are working
- checking to make sure that the two green safety lights are on, checking all lights in the water area
- informing the custodian if lights are out and closing pool until lights are replaced
- inspecting to ensure other safety features are in place (e.g. spinal board, safety poles, ring buoys)
- walking around the pool to ensure that all safety equipment is placed the required 6 feet from the water area.

2. Records daily the number of students using the pool during each period and gives total numbers to the Head Custodian at the end of the day.

3. Provides lifeguard service for the students by:

- assisting in the supervision of students entering and leaving the pool area, shower area and observation galleries
- walking around the pool and supervising the students while they are swimming
- checking to make sure all rules and regulations of safety are followed
- asking students to leave pool if they persist in breaking the rules (e.g. no running on the deck)
- assisting in the drill and practice of emergency procedures with students.

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4. Assists teachers with swimming instructions for regular classes and to modify the Aquatics Program for a one-on-one with special education, mentally retarded, physically handicapped students, etc. by:
  - dividing students into various groups and levels of ability
  - modifying activities to student's level when necessary
  - familiarizing non-swimmers with the water
  - demonstrating the proper way of breathing in the water
  - providing motivation, encouragement and correcting inappropriate behaviour with other students
  - demonstrating various swimming strokes
  - devising various games to help students carry out swimming instructions.
5. Assists teachers in the preparation of materials for special programs and information sessions for students on water safety (e.g. boating safety, hypothermia).
6. Provides assistance to teachers by:
  - helping the Physical Education Department prepare and set-up displays in the gym, playroom, pool or hallway (e.g. P.E., uniforms, jackets, pants, etc.)
  - preparing posters for health and safety (e.g. health signs, tips, etc.)
  - advising teaching staff on current water safety and small craft safety updates
  - monitoring the use of pool equipment.
7. Performs other duties as assigned or required such as assisting with students in the Resource room and Health room.

**SKILL**

- .High School Diploma or equivalent (National Lifeguard Service qualifications).
- .Required to have a Royal Life Saving Society Bronze Cross and/or equivalent. Knowledge of First Aid and C.P.R.
- .6 months prior related experience. 4 months on-the-job training.

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**EFFORT**

- .The complexity of the job is in recognizing emergency situations (e.g. serious injury, drowning), making sure that the rules and regulations of the pool are followed closely so as to create a safe environment and in the creativity required to accommodate the learning abilities of students at a variety of comprehensive levels.
- .Required to stand for several hours each day while on lifeguard duty.
- .Concentration required when performing lifeguard duties.

**RESPONSIBILITY**

- .Discretion and independence of action in determining emergency situations and severity of injuries while students are in the pool. Independence also used while instructing students in the various techniques of swimming.
- .Impact of error would be the health and safety of the students. Improper pool maintenance would result in pool closure, thereby affecting programs.
- .Contact with students, teachers and custodian in performance of duties. Contacts with parents may be required.

**WORKING CONDITIONS**

- .Required to work in hot, humid pool with the smell of chlorine in the water and air. High noise level.
- .Working with students who have difficulties and who may not experience success immediately can lead to frustration. Additional patience required when dealing with special education students.

Lifeguard/Instructor

Management Approval \_\_\_\_\_ Date \_\_\_\_\_

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Approved by Management \_\_\_\_\_ Date \_\_\_\_\_  
*W. O'Neil* June 6 '90

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DK:tw  
*Jeannette J. Brown* Oct 12/90  
*CUPE Local 1328*  
*Paul Cartan* Oct 18/90  
*Superintendent of Education*