



Job Description Lifeguard/Swim Leader

All job functions of the Lifeguard/Swim Leader position will be carried out under the direction of the Aquatic Supervisor and the Aquatic Program Coordinator. The Lifeguard/Swim Leader will be expected to provide consistent feedback to the Supervisor and Head Guards regarding all job functions and program development.

PROGRAM SUMMARY

Mission of the Mini U Programs:

1. Develops children and youth as educated leaders in physical activity for young people
2. Provides a context for experiential education of students in degree programs to develop, disseminate and discover the benefits of working with children and youth in the promotion of physical activity.
3. Provides excellent and inclusive recreation/sport and educational experiences to young people
4. Promotes the Faculty of Kinesiology and Recreation Management and the University of Manitoba as destinations for post secondary education
5. Contributes to the creation and dissemination of physical activity knowledge.

Our Vision: To be recognized locally and nationally as a leader in providing evidence-based programs while actively collaborating in the creation and dissemination of physical activity knowledge. Mini U Programs develops excellent, innovative leaders and provides stimulating, quality programs for children and youth that reflect the values of inclusiveness, fair play and healthy development.

QUALIFICATIONS:

- NL, SFA, CPR-C, ICST (or equivalent teaching award)
- Additional awards are an asset, especially LSI
- Student at a secondary or post-secondary institution preferred

General Responsibilities and Duties:

- Arrive on time, in uniform every shift
- Communicate schedule conflicts to appropriate staff.
- Help contribute to a positive, motivated, energetic and enthusiastic work environment.
- Be a self-motivated and dependable team player.
- Consistently demonstrate proficient lifesaving, first aid, and resuscitation skills
- Ask for assistance when needed.

Customer Service

- Ensure all customer questions and concerns are answered/resolved in a timely manner. (Or the customer is directed to the appropriate person)
- Ensure uniform is worn and visible at all times
- Be available, while not on the pool deck, to answer the phone.

- Be familiar with pool policy and procedure in order to maintain pool safety and answer questions.
- Represent the University of Manitoba and Mini U Programs with a high level of professionalism

Administration

- Evaluate training sessions, programs, procedures, and performance of peers on a sessional basis.
- Complete accident reports immediately following an incident
- Keep accurate records of swimming lesson attendance and patron counts
- Attend all staff in services
- Ensure required certifications and record checks are submitted to Program Coordinator by required deadlines. Any changes to the status of these documents must be reported to administration staff immediately.
- Execute all policies and procedures as outlined in the Lifeguard Manual with a high level of attention to detail.
- Accept feedback from the Director of Children's Programs, Aquatic Coordinator, Pool Supervisor, Head guards, and coworkers.
- Maintain accurate records on the ICS online binder
- Other assigned duties

RESPONSIBILITIES SPECIFIC TO LIFEGUARDING:

- Learn, respect, and enforce all policies and procedures.
- Maintain all required qualifications as well as skill and fitness levels (NL standard)
- Be alert, vigilant and preventative on deck
- Be an available and approachable resource to which patrons can voice concerns or ask questions
- Answer the phone and voicemail when in the office
- Be aware of rentals and specific user groups and their needs (ie. equipment, safety concerns) prior to commencement of shift.
- Keep deck and office tidy and clean at all times
- Occasional general office duties
- Positively model the rules of the pool
- All other duties/responsibilities as assigned by the Director, Aquatic Coordinator, or Pool Supervisor

RESPONSIBILITIES SPECIFIC TO TEACHING:

- Begin and end all lessons on time
- Have a whistle, flutter board, uniform, class list, completed lesson plan, and smile with you at all times
- Establish a positive, respectful, and inclusive learning environment while developing a good rapport with children.
- Create fun and educational learning experiences that promote knowledge discovery, skill development, and physical activity
- Participate and provide in water demonstrations with high levels of enthusiasm and energy throughout the lesson
- Amount of time required in water:

- Tots, privates and stage one ICS: 100% of the time
- Stage two ICS: 80% of the time or longer
- Stage three ICS: 50% of the time or longer
- Provide written midterm and final feedback on given report card template