



Employment Opportunity

Casual Lifeguards/Instructors

The Town strives for a culture focused on being dedicated, helpful and knowledgeable. We provide a quality lifestyle to the residents of Olds. This dedication involves supporting programs that enhance the lives of our community members. The Town is a place that strives for success and excellence by providing opportunities to learn and grow in a comfortable, supportive, and safe environment. We work together respecting the unique knowledge and experience of each other, creating a positive, relaxed, welcoming work environment that serves the community and our partners.

The Olds Aquatic Centre is currently looking for casual lifeguards / instructors reporting to the Aquatic Team Leaders, this position actively works as a lifeguard and/or instructor and performs a variety of general and specific duties to ensure the safety, instruction, protection and enjoyment of those engaged in activities in or out of the water at the Olds Aquatic Centre. On-the-job training is continually gained by assisting in various duties and responsibilities.

Qualifications:

The successful candidate will be a resourceful, approachable team member who thrives on people and professional challenges in a progressive and constantly advancing environment. Some independent judgment and action are required. Applicants must be at least 16 years of age and must have proof of current National Lifeguard certification, and current Intermediate First Aid, CPR-C/AED. Candidates must also provide a Criminal Record Check including Vulnerable Sector with their application.

Lifeguards work various shifts, including early mornings (5:30 am), evenings, weekends, and possible split shifts.

Detailed job description can be found on the Town of Olds website at www.olds.ca/careers. These positions will remain open until filled. Interested parties are invited to submit resumes to:

Human Resources

Town of Olds

3501 70 Avenue

Olds AB T4H 1L7

Fax 403.556.6537

E-mail: hr@olds.ca

The Town of Olds thanks all applicants for their interest, however, only those chosen for an interview will be contacted.

TOWN OF OLDS JOB DESCRIPTION

JOB TITLE: LIFEGUARD		
DIVISION: Community Services		JOB REPORTS TO: Aquatics Team Leads
FUNCTION/PURPOSE: This part time position works under the supervision of the Supervisor – Aquatic Centre and Team Leads. Lifeguards work as lifeguards and/or instructor directly responsible for safety, teaching, and the enjoyment of patrons at the Olds Aquatic Centre. Incumbents are also responsible for the general operation and overall cleanliness of the facility.		
#	KEY RESPONSIBILITIES	(% time)
1.	Operations and Safety Performs a variety of general and specific duties to ensure safety, instruction (including lesson plans), protection and enjoyment of those engaged in activities in or out of the water at the Olds Aquatic Centre. <ul style="list-style-type: none"> • Performs lifeguarding and instructing duties in accordance with Lifesaving Society, Town of Olds, Occupational Health and Safety Standards and Workers Compensation Board. • Instructs all levels of aquatic programs, including special skills programs as assigned. • Performs custodial duties as required by regular facility monitoring. • Sets up all required equipment within the facility for scheduled events. • Performs maintenance and preventative maintenance tasks • Assists in emergency procedures as required. • Administers first aid and/or resuscitation as required. • Opens and closes the facility as scheduled. • Performs other related duties as assigned from time to time. • Participates in on-the-job training by assisting in various duties and responsibilities. • Participates in scheduled service training. • Work reviewed in terms of results achieved and the quality of services rendered. • Performs all work according to established guidelines. • Exercises good human relations skills and some independent judgment and action guided by. • Complicated and unusual problems are referred to a supervisor. 	50
2.	Administration and Customer Service <ul style="list-style-type: none"> • Provides program information in person and over the phone. • Provides excellent customer service to all patrons and is required to use the online registration software to serve customers. • Completes and forwards required paperwork, reports, and documentation to Team Leader and/or Supervisor – Aquatic Centre regarding all incidents and accidents related to staff and public, first aid, work orders, staff documentation and evaluation, agency (i.e., Lifesaving Society) reports, water chemistry, lessons, or programs, etc. • Sets a good example by consistently following outlines, policies and procedures required for the operation of the facility. • May be assigned duties including but not limited to office, operational, program, staff, or special event, with prior knowledge and approval by the Team Leader and/or Supervisor – Aquatic Centre. • Promotes and practices good relationships with interest groups and the public and assists with special events. • Attends and participates in staff meetings/in-services. • Deals effectively in a positive manner with the public and provide information and assistance. • Deals effectively in a positive manner with other staff members. Attempts to resolve conflict on own. Strives to be part of the team and contributes to the overall essence of team. • Communicates effectively and promotes great teamwork with all staff of OAC (reception, other guards, etc.) • Completes and forwards various paperwork, reports, and documentation to Supervisor – Aquatic Centre regarding all incidents and accidents related to staff and public, first aid, work orders, staff 	40

	documentation and evaluation, agency (i.e., Lifesaving Society) reports, water chemistry, lessons, or programs, etc.	
3.	<p>Risk Management & Safety: It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures, to report any unsafe or substandard condition or act as soon as possible to the employer and to promote proper attitudes towards safety and health in themselves, in co-workers, in those they supervise and with the public.</p> <ul style="list-style-type: none"> • Maintains fitness level and required certification at all times – must be able to always perform all skills of National Lifeguard; (this is employee's responsibility to seek, enroll and maintain their qualifications) • Follows the current risk management protocol and safety standards which are consistent with Town standards and policy, including provincial and federal legislation, contractors and for members of the public. • Ensures that staff and contractors follow risk management and safety standards which are consistent with Town standards and policy, including provincial and federal legislation. • Follow guidelines and procedures to support an effective and safe aquatics operation. • Attends staff training on health and safety, emergency care and first aid services that are continuously updated to meet required standards. • Contributes to safety and maintenance for the Aquatic Centre. • Identifies when a staff member or contractor is not working safely and within policy at the Aquatic Centre and reports to Team Leader and/or Supervisor – Aquatic Centre. 	100
QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:		
<p>Education: Must be 16 years of age, current National Lifeguard Certification, current Intermediate First Aid, CPR-C/AED; current Lifesaving Society Swim Instructor. Preferred: Aqua fitness certification and/or current Lifesaving Society Lifesaving Instructor.</p> <p>Competencies: The successful candidate will demonstrate:</p> <ol style="list-style-type: none"> 1. Excellent Customer Service Skills 2. Well-developed communication skills – written and verbal to facilitate positive interactions with staff and the public. 3. Ability to work as part of the Community Services Team 4. Demonstrated interest in continuous learning. 5. Personal initiative, integrity, and a sense of professionalism 6. Experience in computer software. 		
DIRECTLY REPORTING TO THIS JOB ARE:	NOC Code 2021: 54100	OaSIS 2023: 54100.01
Direct reports are: None		
<p>WORKING CONDITIONS:</p> <ul style="list-style-type: none"> • Regular exposure to humidity, heat, water, and typical pool chemicals • Requirement for light physical labor (up to 25 lbs.) • Exposure to public • Mechanical/electrical exposure • May require lifting/moving > 50 lbs. (with assistance) • Identified job hazards: Hazards as outlined on the Hazard Identification & Assessment Worksheet in the Aquatics COR Elements and Documentation binder 		