

## Student Lifeguard/Instructor/ Qualified Front Desk Attendant Wanted!!

**Location:** Elliot Lake, Ontario

**Salary:** \$19.55/hour



Elliot Lake is well known for its high quality of life, low cost of living and great work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!

We're looking for passionate, motivated Lifeguards to join our Recreation & Culture team and play a key role in providing fun and safe aquatic experiences at our pools, beaches, and lake sites!

### What You Will Be Doing:

- **Stay Alert and Ready:** Supervise water activities, respond to emergencies, and administer First Aid when needed.
- **Teach and Inspire:** Provide swim lessons for all ages and skill levels. Help other grow in the water, from beginners to advanced swimmers.
- **Keep it Safe and Clean:** Inspect equipment, set up pools and beach areas.
- **Support the Community:** Facilitate safe, inclusive, and fun aquatic recreation for everyone. Your work helps bring the community together!
- **Customer Service Rockstar:** Ensure every member and guest has a top-notch experience with friendly, professional service.
- **Teamwork:** Collaborate with fellow lifeguards, report issues to the Head Lifeguard, and attend mandatory training to stay sharp.
- **Be a Leader:** If you qualify for the Head Guard Shift, you'll be guiding and mentoring other guards while ensuring all water tests and maintenance are spot-on!

### What You Need:

- Completed Grade 12 (or equivalent)
- Minimum six (6) months previous lifeguard experience preferred
- National Lifeguard Service – pool option certificate.
- Red Cross Water Safety Instructor Certificate.
- Current Standard First Aid, CPR Level "C", and AED (Automated External Defibrillator).
- Available for varied shifts, including weekends and holidays.
- Police Record Check with Vulnerable Sector Screening clearance.
- Fantastic teamwork, communication, and customer service skills.
- A strong understanding of recreational programs and services.
- Up-to-date certifications (because we like to stay sharp).

**Why Join Us?** If you're passionate about water safety, teaching swimming, and keeping our community safe and happy, we want you on our team! To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot Lake's hiring process. If you require accommodation, please contact Human Resources

**The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.**

THE CITY OF ELLIOT LAKE

**POSITION DESCRIPTION**

**POSITION:** Student Lifeguard and/or Instructor/Qualified Front Desk Attendant (7473)

**DATE PREPARED:** Dec 13 2023

**REPORTS TO:** Director of Recreation & Culture

**DEPARTMENT:** Community Services

**MAIN FUNCTION**

Under the direction of the Manager of Recreation & Culture, the Lifeguard is responsible for the safety of patrons in the aquatic facility, whether on the deck or in the pool as well as on the beach or in the lake at Municipal beach sites.

**DUTIES AND RESPONSIBILITIES**

1. Provides supervision of water activities and emergency medical response
2. Provides swim instruction, teaching and evaluating all age groups and levels of swimming, including specialized areas of instruction.
3. Administers First Aid when required
4. Ensures that pool and beach areas are set up and safe, inspects all equipment and work areas
5. Facilitates safe community recreation for everyone through integration, inclusion and participation in aquatic recreation.
6. Provides every member and guest with support and excellence in customer service.
7. Performs routine cleaning and maintenance of areas and equipment.
8. Completes all required forms, reports and administrative duties required.
9. Reports issues or problems to the Head Lifeguard or Supervisor.
10. Attends all mandatory staff training sessions.
11. Follows and enforces all pool, beach and safety policies and procedures.
12. Other related duties as assigned.

**Head Guard Shift (Qualified Supervisory 7373)**

13. Provides instruction to other guards on duty
14. Performs additional testing and maintenance duties of facility and water.

**QUALIFICATIONS AND REQUIREMENTS**

- Minimum completion of Grade 12 or equivalent
- Minimum 6 months previous lifeguard experience preferred
- National Lifeguard Service – pool option certificate
- Red Cross Water Safety Instructor Certificate
- Current Standard First Aid and CPR Level “C”, plus Automated External Defibrillator (AED) certification
- The ability to meet varied shift requirements, including weekend, statutory holiday, early morning and evening shifts.
- Police Record Check - Vulnerable Sector Screening clearance.
- Excellent demonstrated teamwork, communication and interpersonal skills.
- Thorough knowledge of programs and services offered by the department.
- Practices and maintains skills and updates certifications prior to their expiry dates.