

## JOB DESCRIPTION

**POSITION TITLE:** HEAD LIFEGUARD  
**REPORTS TO:** Aquatic Supervisor  
**REPORTS:** Lifeguards & Aquatic Instructors  
**Date APPROVED:** March 17, 2025  
**Date REVISED:**

---

### PRIMARY DUTIES:

- 1) Assist in planning, assigning, training and evaluation of aquatic personnel.
- 2) Assist with scheduling of aquatic programs.
- 3) Provide mentorship to junior lifeguards.
- 4) Implement and enforce related aquatic policies, objectives, and procedures.
- 5) Assist with the development of aquatic training and leadership opportunities for aquatic staff.
- 6) Assist Aquatic Supervisor to effectively market and promote aquatic programs and services to the public, including administering social media.
- 7) Prepare reports as requested or necessary.
- 8) Promote and maintain effective public relations.
- 9) Ensure compliance with the Occupational Health and safety Act.
- 10) Serve as a Lifeguard and/or Instructor as the programs require.
- 11) Handle pool chemicals and change out chlorine barrels to maintain proper water chemistry.
- 12) Perform other duties as they may be assigned from time to time.

### SPECIFICATIONS:

#### Experience & Qualifications

- 1) A minimum of 2 years' related experience in an Aquatic Facility.
- 2) The incumbent **must** possess the following certifications:
  - a) Lifesaving National Lifeguard Service (NLS)
  - b) Lifesaving Instructor (LSI)
- 3) The following certifications would be an asset:
  - a) Saskatchewan Pool Operator Course or Certified Pool Operator
  - b) Lifesaving Trainer
  - c) Bronze Mentor
  - d) National Lifeguard Mentor
- 4) Sound organizational skills and an ability to effectively communicate with the public are necessary.
- 5) Must be familiar with working in a computerized environment utilizing Microsoft Office.
- 6) Ability to perform all duties with minimal supervision and must exercise initiative and authority.
- 7) Criminal records check and a child abuse registry check are required.

#### Accountability/Responsibility

The position reports to the Aquatics Supervisor and is directly responsible for the supervision and safety of all aquatic staff which includes assigning, checking, and evaluating work and resolving minor conflicts.

This position has limited authority with respect to staff disciplinary action, where recommendations for employee performance related issues are to be reported directly to the Aquatic Supervisor.

**UNIQUE POSITION REQUIREMENTS**

- 1) Tact and discretion will be required to deal with requests or complaints.
- 2) This position will involve working mainly evening and weekend shifts.
- 3) Rotational on-call shifts over weekends and Statutory holidays as required.
- 4) Emergency response as directed.
- 5) Ability to work independently and reliably.
- 6) Ability to work outdoors in varying weather conditions.
- 7) Required to comply with Occupational Health and Safety risk minimization.

**COMPUTER SOFTWARE & EQUIPMENT USE:**

Microsoft Office, recreation scheduling software, phone, copier, and printer.

---

---

Incumbent

---

Chief Administrative Officer

---

Date