**Job Summary**

The Lifeguard is responsible to:

* supervise designated swimming and beach areas;
* maintain constant surveillance to ensure the safety of swimmers in the water and on the beach;
* maintain daily records; and
* maintain beach and rescue equipment.

**Duties and Responsibilities**

1. **Supervision of the designated swimming area by:**

* recognizing and preventing potentially dangerous situations
* using approved techniques for supervising bathers and rescuing beach patrons showing signs of distress
* training to ensure mental and physical preparation to prevent emergencies, and administering first aid as required using approved methods
* following Occupational Health and Safety procedures

**2. Maintenance of records by:**

* keeping a personal in-service record
* recording of air / water temperatures and daily populations, as required
* completing incident report forms as necessary

**3. Maintenance of beach and rescue equipment by:**

* removing hazards from the beach area and notifying patrons of dangerous conditions by posting information as necessary
* checking equipment daily for possible necessary repairs or replacement and informing supervisor of any deficiencies found
* designating supervised area daily by the placing of flags and markers, and keeping personal gear presentable for positive public image

4. **Carrying out related duties by:**

* participating in training, drills and equipment maintenance
* performing such other reasonably related duties and responsibilities as assigned by senior staff (including Site Supervisor, Recreation Manager or Director of Community Services).

**Qualifications**

*Experience and Training*

* Minimum Grade 10 education
* Current National Lifeguard certification – waterfront
* Standard First Aid with CPR Level C (NSOH&S recognized)
* Current certification as a Water Safety Instructor (Red Cross) considered an asset
* Current National Lifeguard Oxygen Administration certification or Automatic External Defibrillation training considered an asset (training may be provided by employer)
* Current WHMIS (training may be provided by employer)

***Characteristics / Abilities***

* Maintain a positive rapport with the community and staff
* Provide prompt and courteous service
* Wear appropriate clothing and use appropriate safety procedures and equipment
* Be able to work flexible hours
* Have ability to work in a team or independently
* Be able to work well with youth and adults
* Demonstrate strong interpersonal skills and communications skills – both verbal and written
* Display leadership abilities
* Show creativity
* Must provide criminal record background and child abuse registry check

**Working conditions**

* Proper attire and safety measures must be adhered to (suntan lotion, sunglasses, hat, rain gear etc)
* Due to the nature of the operation and delivery of recreational services, availability to work weekends is required
* It may not be possible to have two days off in a row
* This position may be physically and emotionally demanding and requires an individual who is able to multi-task on a daily basis. It may require lifting heavy objects and repetitive tasks.
* Must have and maintain a valid Nova Scotia Class 5 driver’s license and use of a reliable vehicle
* If necessary, mileage for use of own vehicle for County business is paid according to the municipal rate

**Direct reports**

None

**Competencies**

**Values Diversity -**Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

**Communication -** Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

**Citizen Services** - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one’s efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

**Achievement Motivation -** Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

**Work Safety -** Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County’s policies regarding managing unsatisfactory performance.

**Duty of Loyalty -** As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that’s contrary to the County’s interests. This includes refraining from public criticism of the County’s practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County’s policies regarding managing unsatisfactory performance.