



TOWN OF FORT SMITH Job Opportunity - Senior Lifeguard Full-Time

The Town of Fort Smith is seeking an individual who is interested in supporting aquatic community recreation events and programs to join our team as a full time Senior Lifeguard. The complete job description is available on the Town website at www.fortsmith.ca.

Reporting to the Recreation and Special Events Coordinator, the Senior Lifeguard is responsible for the safety and security of patrons in the aquatic facility, aquatics programming, and administrative duties associated with the operations of the facility.

Qualifications: Completion of Grade 12 or equivalent
 Class 5 driver's license
 Current National Lifeguard and Standard First Aid/Aquatic Emergency Care
 Additional aquatics training and certification such as but not limited to: SLI, NLI, SIT, SFI would be an asset.
 Education or experience in recreation and sport programs would be an asset.
 Supervisory experience would be an asset

Candidates must provide a satisfactory Criminal Record Check including Vulnerable Sector. Failure to provide a satisfactory check may deem you disqualified from the competition.

Position Location: Town of Fort Smith Community and Recreation Centre, Swimming Pool

Salary & Benefits: Pay Level 17 (\$70,071.53 - \$80,432.56 per year) plus annual northern allowance of \$7,794.45. Premium shifts pay of \$1.90 may be added to hourly wage. Comprehensive health and dental benefits, and pension plan provided by Northern Employee Benefits Services.

Deadline: Until Filled

Only those applicants selected for an interview will be contacted.
Resumes may be kept on file for future consideration.

Please forward applications to:

Emily Colucci, Director of Community Services
Town of Fort Smith
P.O. Box 147
Fort Smith, NT X0E 0P0
Ph: 867.872.8400
Email: reception@fortsmith.ca



Town of Fort Smith

Job Description **Senior Lifeguard**

POSITION TITLE:	Senior Lifeguard
DEPARTMENT:	Community Services
REPORTS TO:	Recreation and Special Events Coordinator
CLASSIFICATION:	Full Time – Pay Level 17
LOCATION:	Pool

Summary of Position

This position is responsible for ensuring an aquatic environment which is safe and inviting for all patrons. The Senior Lifeguard is responsible for supervision of the patrons and the operational supervision of all instructors, lifeguards, and junior lifeguards; ensuring exceptional customer services is being provided in a safe and enjoyable atmosphere while also ensuring that a high standard of cleanliness is maintained. The senior lifeguard is also responsible for implementing a wide range of aquatics programs. Shift and weekend work are the norm.

Outline of Duties

1. Ensure a safe and friendly environment of the entire pool area for all participants:
 - Implement all Town policies and procedures and territorial legislation;
 - Be knowledgeable of contemporary procedures, theory, and methods and how they integrate with Town policies and procedures and territorial legislation;
 - Maintain constant surveillance of patrons in the facility;
 - Engage in simulated and actual Lifeguard/First Aid rescues;
 - Maintain certifications.
2. Implement aquatics programs:
 - Assist the Recreation and Special Events Programmer to implement aquatics programs as a part of an integrated community services program plan.
3. Supervisory duties:
 - Prepare schedules and manage leave requests;
 - supervise and mentor all aquatics staff
 - Plan and lead in-service training for all aquatics staff;
 - Identify staff training requirements and with the assistance of the Recreation and Special Events Programmer ensure training opportunities are made available, either internally or through an external contractor
 - Identify any performance management or disciplinary issues to the Recreation and Special Events Programmer for action; and

- Assist the Recreation and Special Events Programmer with regular staff performance appraisals.
4. Facility Health and Safety:
- Ensure all water chemistry tests are completed and logged as per Public Pool Regulations of the NWT;
 - Ensure a high level of cleanliness is maintained in the aquatic facility, including staff and patron change rooms
5. Other related duties not stated in this Job Description may be included in the position

Positions Supervised

This position supervises:

- Lifeguard/Instructors
- Lifeguards
- Junior Lifeguards

Contacts

- This position has regular contact with other Town staff, members of recreation interest groups, all sectors of the Fort Smith community
- This position is also required to communicate regularly and effectively with all present patrons of the Community Recreation Facilities as well as all sectors of Fort Smith community who, after assessment of their recreation needs, could become regular users

Work Environment

- All Community Services Department staff are expected to work on specific statutory holidays such as Canada Day, National Indigenous Peoples Day, and other days as specified.
- The Community Recreation Facilities are and must remain active, well used places. As a result, these facilities can be a noisy, hectic places where users are constantly coming and going often with questions and requests for support. Meeting diverse needs can be demanding
- Shift and evening work is required

Knowledge, Education and Experience

- Completion of Grade 12 or equivalent
- Class 5 driver's license
- National Lifeguard
- Standard First Aid or Aquatic Emergency Care
- Lifesaving Swim Instructor, Lifesaving Instructor, Trainer, National Lifeguard Instructor certifications would be an asset
- Supervisory experience would be an asset
- Experience in the sport and recreation sector would be an asset
- Knowledge of the territorial legislation and Town policies, procedures and by-laws impacting this job.
- Candidates must provide a satisfactory criminal record check. Failure to provide a satisfactory check may deem you disqualified from the competition

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature

Date

I agree that these duties reflect the requirements of the job.

Supervisor's Signature

Date

Director's signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature

Date