

**CORPORATION OF THE TOWN OF MARATHON**  
**Position Description**

**Position Title:** Instructor/Lifeguard

**Reports To:** Community Services & Communications Manager

**Position Description:** Under the general direction of the Head Guard/Senior Instructor, the Instructor/Lifeguard will provide constant safety supervision, coordinate and instruct a wide variety of aquatic programs, organize and participate in special events, complete required documentation, assist in the mechanical operation of the filter room and balance water chemistry, assist in the daily cleanliness of the facility, and provide direction and guidance to part-time staff in the absence of the Head Guard/Chief Instructor.

**Responsibilities:**

1. Takes charge of accident/incident situations and performs rescues and/or First Aid as required
2. Completes incident and accident reports and forwards same to Senior Guard or Head Guard
3. Records maintenance, equipment and any other necessary information in the log book
4. Checks all rescue equipment for damage prior to each shift
5. Attends scheduled in-house training sessions
6. Responsible for ensuring all certifications of staff on shift are current and available.
7. Assigns duties to the Lifeguards and performs Lifeguard duties as required
8. Prepares lesson plans. Maintains evaluation worksheets of swimmers during lessons and submits final reports at end of sessions
10. Performs instructing and lifeguarding services as required
11. Performs other duties as required
12. Works in a safe manner in accordance with the Occupational Health & Safety Act and Regulations, ensures all staff are regularly made aware of any unsafe practices, and ensures compliance by corrective action as necessary.

**Qualifications:**

- Minimum of grade 12 and 1 year of experience in a related field
- Must be at least 16 years of age and hold valid Red Cross and/or NLS Instructors Certification, Bronze Cross Certification, C.P.R. and first aid certification
- Good interpersonal and communication skills
- Excellent knowledge of Public Pools Act
- Willing to keep current and upgrade qualifications as necessary
- Available to work days, evenings, as well as weekend hours

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Signed: \_\_\_\_\_, 20\_\_\_\_\_

12/2020