

Township of Southgate

Job Description

Date of Update: February 2018	Instructor
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Instructor	Supervisor's Job Title: Pool Supervisor/Head Lifeguard
Standard hours of work per week: 35-40 hours per week	Eligibility to Group Insurance: No Eligibility to OMERS: Yes (NFT)
Locations of Position: Dundalk Pool at Memorial Park	Department/Division: Recreation
Employment Status: Seasonal, hourly	Pay Band: Instructor Rate Student Pay Band

2) Scope of Position (A maximum of three sentences.)

<p>The Pool Instructor will ensure the safe and efficient operation of the Dundalk pool facility and aquatic programs in accordance with approved guidelines, policies, practices and procedures.</p> <p>This position will also assist with the planning and implementation of pool programs and instruct regular swim classes at the Dundalk Pool.</p>
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Key Responsibilities	Tasks
Operations	<ul style="list-style-type: none"> - Perform regular lifeguard duties during recreational swimming and as assigned by the Pool Supervisor. - Assist in the basic mechanical operation of the pool (adding chlorine, soda ash, vacuuming, backwashing and general cleanliness) as directed by the Pool Supervisor. - Take and record water tests as required by Department of Health Regulations. - Assist in ensuring that all pieces of equipment and supplies are available, maintained and used in a proper and safe manner. - Assist in the promotion of the pool program and the maintenance of good public relations. - Assist in the maintenance of accurate and up-to-date records, on programs, admissions, lessons and any subordinate staff.
Programming	<ul style="list-style-type: none"> - Assist in the planning, development and organization of the Dundalk Pool operations and programs. - Participate in the planning and implementation of the pool activities and assist the Pool Supervisor in ensuring that they are suitable based on the public users' needs and safety. - Assist in the registration of program participants. - Instruct regular classes as an instructor and perform regular lifeguard duties during recreational swimming.
Supervision	<ul style="list-style-type: none"> - Direct and supervise any pool staff assigned by the Pool Supervisor to carry out pool programs. - Be responsible for the supervision and evaluation of any volunteers or any aquatic personnel in training assigned by the Pool Supervisor. - Assist in the development, preparation and conduct of training programs for other pool staff and / or aquatic personnel in training as assigned by the Pool Supervisor. - Assist in the evaluation of volunteer, program and pool performance on an ongoing basis during the summer and assist in developing a seasonal evaluation.
Other	<ul style="list-style-type: none"> - Perform related duties as assigned by the Pool Supervisor.

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<ul style="list-style-type: none"> <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses 	<p>Must be a student in either secondary or post-secondary, Grade 10 or equivalent minimum. Must be at least 14 years of age.</p> <p>License or Professional Designation:</p> <ol style="list-style-type: none"> 1) be the holder of a National Lifeguard Services Certificate that is dated not more than two (2) years prior to working date; 2) be the holder of a current Standard First Aid Certificate; 3) be the holder of a current CPR-C certificate; <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Discuss:</p>

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none"> - Equipment operation and material handling - Safe Operating Procedures 	<p>Within first week</p>

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> • Experience in the operation of aquatic equipment including pool chemicals or the willingness to be trained in same. • Safety training - Health & Safety and WHIMIS 	<p>An asset</p> <p>An asset</p>

4) Other Key Skills:

<ul style="list-style-type: none"> • Must be a good team player. • Good communication and interpersonal skills.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Frequently		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	N/A		
Depart. Head (my dept.)	Occasionally		
Depart. Head (other dept.)	N/A		
Staff in other municipalities	N/A		
Administrator	N/A		
Ratepayers	Continuously		
Children/Students	Continuously		
Seniors	Occasionally		
Supplier	N/A		
External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Frequently		
Business representatives	N/A		
Consultants, Engineers, Planners, etc.	N/A		
Auditors	N/A		
Solicitors	N/A		
Funding Organizations	N/A		
Government Officials	N/A		
Boards	N/A		
Council (your own)	N/A		
Council (other municipalities)	N/A		
Media	N/A		
Ratepayers Groups	N/A		
Interpersonal skills:			
Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; resolving conflicts (major or minor); identifying needs; persuading; mediating.			

6) Decision Making

- Make on-site decisions when working with patrons and equipment in pool area.
- Must practice good health and safety practices at all times
- Maintenance of equipment.

7) Problem Solving Responsibilities

- Minor repairs to equipment and facilities.
- Identify problems and relay to supervisor.

8) Equipment & Technology Utilized

- Computer
- Pool Equipment

Section C: Responsibility

1) Program Delivery

- Plan, develop, organize, supervise and evaluate the Dundalk Pool operations and programs.

2) Impact and Accountabilities

Work performed contributes to the safety of users and the general public.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
Provides training/instruction to others – Job Titles	Number of Staff
Other Pool Staff	2-5

4) Material and Information Resources

5) Financial Resources

- Handle monies from users.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		x			
Standing			x		
Noise Exposure		X			
Adverse Temperature				x	
Pushing/Pulling			x		
Lifting/Carrying			x		
Dust		X			
Odors				x	
Other (Specify) Physical Aspects Chemicals				x	

2) Health & Safety Hazards

- Pool/water
- Violence.

Health and Safety Responsibilities

- Must have training in equipment operation and material handling
- Must be aware of safe operating procedures for all equipment
- Must wear safety equipment on the job where appropriate

3) Travel

None

4) Driving

N/A

5) Mental Environment

Frequently dealing with general public utilizing the facilities.

Section E: Effort

1) Mental Effort

Constant awareness of changing situations.

2) Physical Effort

Physically capable of lifting, swimming

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

This position is a seasonal position that runs from approximately June to August 31. Employees upon being hired will be on a 3-month probationary period. As this position directly involves the supervision of children, a security check will be required.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____