

## Town of Olds Employment Opportunity

The Town of Olds fosters an environment that is dedicated, helpful and knowledgeable. We support and contribute to the dreams of our community and our staff. This environment is sustained by a culture focused on communication, collaboration and consistency that provides service excellence, supports risk taking and promotes continuous improvement.

The Town is a place that strives for success and excellence by providing opportunities to learn and grow in a comfortable, supportive and safe environment. We work together respecting the unique knowledge and experience of each other, creating a positive, relaxed, welcoming work environment that serves the community and our partners.

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### LIFEGUARDS / INSTRUCTORS

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If you strive for excellence, believe in continuous learning and want to be a part of our passionate team, we are looking for you! The Town's operating budget is approximately \$28 million and the municipality enjoys a healthy financial condition with an assessment base of over \$1 billion. The friendly hospitality of Olds combined with the amenities associated with a city, fine schools and excellent recreation opportunities makes Olds a prosperous, growing community with a commitment to growth and the maintenance of a quality lifestyle.

The Town of Olds is accepting applications for part-time Lifeguard / Instructor positions.

Reporting to the Aquatic Coordinator, Lifeguards / Instructors actively work as lifeguards and/or instructors and perform a variety of general and specific duties to ensure the safety, instruction, protection and enjoyment of those engaged in activities in or out of the water at the Olds Aquatic Centre. On-the-job training is continually gained by assisting in various duties and responsibilities.

Lifeguards perform work according to established guidelines and exercise good human relations skills. Some independent judgment and action is required. Applicants must be at least 16 years of age and must have proof of current NLS or equivalent, First Aid and CPR certifications. Candidates must also provide a Criminal Record Check including Vulnerable Sector with their application.

Lifeguards work various shifts, including evenings, weekends, and possible split shifts.

**These positions are recruited on an ongoing basis.** Interested parties are invited to submit resumes to:

Human Resources  
Town of Olds  
4512 46 Street  
Olds AB T4H 1R5  
Fax 403.556.6537  
E-mail [hr@olds.ca](mailto:hr@olds.ca)



Town of Olds

**Town of Olds Job Description**

**JOB TITLE: LIFEGUARD**

**DEPARTMENT: Community Services**      **JOB REPORTS TO: AQUATIC COORDINATOR**

**FUNCTION/PURPOSE:** This part time position works under the supervision of the Aquatic Coordinator and Team Leaders. Lifeguards work as a lifeguard and/or instructor directly responsible for safety, teaching and the enjoyment of patrons at the Olds Aquatic Centre. Incumbents are also responsible for the general operation and overall cleanliness of the facility.

#	KEY RESPONSIBILITIES	(% time)
1.	<p><b>Operations and Safety</b></p> <p>Performs a variety of general and specific duties to ensure the safety, instruction (including lesson plans), protection and enjoyment of those engaged in activities in or out of the water at the Olds Aquatic Centre.</p> <ul style="list-style-type: none"> <li>• Performs lifeguarding and instructing duties in accordance with Lifesaving Society, Red Cross Society, Town of Olds, Occupational Health and Safety Standards and Workers Compensation Board.</li> <li>• Instructs all levels of aquatic programs, including special skills programs as assigned.</li> <li>• Performs custodial duties as required by regular facility monitoring.</li> <li>• Sets up all required equipment within the facility for scheduled events.</li> <li>• Performs maintenance and preventative maintenance tasks for the pool filtration plant and related equipment as assigned.</li> <li>• Assists in emergency procedures as required.</li> <li>• Administers first aid and/or resuscitation as required.</li> <li>• Opens and closes the facility as scheduled.</li> <li>• Performs other related duties as assigned from time to time.</li> <li>• Participates in on-the-job training by assisting in various duties and responsibilities.</li> <li>• Participates in scheduled in service training.</li> <li>• Work reviewed in terms of results achieved and the quality of services rendered.</li> <li>• Performs all work according to established guidelines.</li> <li>• Exercises good human relations skills and some independent judgment and action guided by.</li> <li>• Complicated and unusual problems are referred to a supervisor.</li> </ul>	50
2.	<p><b>Administration and Customer Service</b></p> <ul style="list-style-type: none"> <li>• Provides program information in person and over the phone.</li> <li>• Provides excellent customer service to all patrons and is required to use the online registration software to serve customers.</li> <li>• Completes and forwards required paperwork, reports and documentation to Team Leader and/or Aquatic Coordinator regarding all incidents and accidents related to staff and public, first aid, work orders, staff documentation and evaluation, agency (i.e. Red Cross Society and Lifesaving Society) reports, water chemistry, lessons or programs, etc.</li> <li>• Sets a good example by consistently following outlines, policies and procedures required for the operation of the facility;</li> <li>• May be assigned duties including but not limited to office, operational, program, staff or special event, with prior knowledge and approval by the Team Leader and/or Aquatic Coordinator.</li> <li>• Promotes and practices good relationships with interest groups and the public and assists with special events.</li> <li>• Attends and participates in staff meetings/in-services.</li> <li>• Deals effectively in a positive manner with the public and provides information and assistance;</li> <li>• Deals effectively in a positive manner with other staff members. Attempts to resolve conflict on own. Strives to be part of the team and contributes to the overall essence of team.</li> <li>• Communicates effectively and promotes great teamwork with all staff of OAC (reception, other guards, etc.)</li> <li>• Completes and forwards various paperwork, reports and documentation to Aquatic Coordinator regarding all incidents and accidents related to staff and public, first aid, work orders, staff documentation and evaluation, agency (i.e.; Red Cross Society and Lifesaving Society) reports, water chemistry, lessons or programs, etc.</li> </ul>	40

<b>3.</b>	<p><b>Risk Management &amp; Safety:</b> It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures, to report any unsafe or substandard condition or act as soon as possible to the employer and to promote proper attitudes towards safety and health in themselves, in co-workers, in those they supervise and with the public.</p> <ul style="list-style-type: none"> <li>• Maintains fitness level and required certification at all times – must be able to perform all skills of National Lifeguard at all times; (this is employee’s responsibility to seek, enroll and maintain their qualifications)</li> <li>• Follows the current risk management protocol and safety standards which are consistent with Town standards and policy, including provincial and federal legislation, contractors and for members of the public.</li> <li>• Ensures that staff and contractors follow risk management and safety standards which are consistent with Town standards and policy, including provincial and federal legislation.</li> <li>• Follows guidelines and procedures to support an effective and safe aquatics operation.</li> <li>• Attends staff training on health and safety, emergency care and first aid services that are continuously updated to meet required standards.</li> <li>• Contributes to safety and maintenance for the Aquatic Centre.</li> <li>• Identifies when a staff member or contractor is not working safely and within policy at the Aquatic Centre and reports to Team Leader and/or Aquatic Coordinator.</li> </ul>	100
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**QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:**

**Education:** Must be 15 years of age, National Lifeguard Service Certification or Red Cross Lifeguard Certification, Standard First Aid, CPR C/AED; Red Cross Water Safety Instructor, Lifesaving Society Instructor. Preferred: Aqua fitness certification.

**Competencies:**

The successful candidate will demonstrate:

1. Excellent Customer Service Skills
2. Well developed communication skills – written and verbal to facilitate positive interactions with staff and the public
3. Ability to work as part of the Community Services Team
4. Demonstrated interest in continuous learning
5. Personal initiative, integrity and a sense of professionalism
6. Experience in computer software.

**DIRECTLY REPORTING TO THIS JOB ARE:**

Direct reports are: None

**NOC CODE:** 5254

**WORKING CONDITIONS:**

- Regular exposure to humidity, water and typical pool chemicals
- Requirement for light physical labor (up to 25 lbs.)
- Exposure to public
- Mechanical/electrical exposure
- May require lifting/moving >50 lbs. (with assistance)

<b>Incumbent Signature:</b>	<b>Department Head Signature:</b>
<b>Date:</b>	<b>Date:</b>