



POLICY & PROCEDURE

Title: Lifeguard

Category: Culture, Parks and Recreation

Date: March 25, 2025

Authority: CAO

Policy No.: 8.3.20

POLICY STATEMENT

Position Title: Lifeguard

In accordance with the organizational chart of the Town, this position is deemed non-permanent (seasonal) within the employ of the Town. Insofar as the position is included within the Collective Bargaining Agreement as negotiated with C.U.P.E. Local 2752, the position is classified as in scope.

This seasonal position involves the practice of safeguards as prescribed by regulation for the benefit of all pool users, in addition to providing skillful aquatic instruction all under the direction and supervision of the Head Lifeguard. Hours of work may include day, evening and weekend shifts as required.

POLICY

POSITION REPORTS TO:

Director of Culture, Parks and Recreation

SALARY/WAGE:

In accordance with the Collective Bargaining Agreement.

DUTIES AND RESPONSIBILITIES:

1. To prevent the occurrence of accidents.
2. To be prepared to take remedial action in the eventuality of an accident.
3. To perform rescues and administer first aid treatment subject to the employee's level of qualification whenever necessary; and to alert the Emergency medical Service (911) based upon need.
4. To perform maintenance duties.
5. To enforce rules and regulations at all times.
6. To call the Head Lifeguard for assistance whenever necessary.
7. To be friendly, helpful and cheerful to all pool patrons and fellow employees in performance of duties.
8. To instruct lessons and coach clubs as requested by the Head Lifeguard.
9. To report hazards and unsafe conditions to the Head Lifeguard.
10. To maintain a professional appearance at all times.
11. To maintain a safe and enjoyable aquatic environment.
12. To maintain lesson statistics.
13. To acquire a knowledge with respect to handling cash and administering day-to-day receipts.
14. Any other duties as may be assigned from time to time by the Director of Culture, Parks and Recreation and/or the Head Lifeguard.

PREFERRED QUALIFICATIONS AND CREDENTIALS:

1. Possession of the following certificates:
 - a. NLA
 - b. CPR Level C with First Aid (Aquatic Emergency Care is recommended)
 - c. C.P.R. (Cardiopulmonary Resuscitation).
2. At least 16 years of age.
3. Minimum one year lifeguard experience.

Document Revision History

May 11th, 2021— New policy

November 28, 2023

March 25, 2025