

## Job Description

## Assistant Lifeguard

### POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



Aquatic staff are expected to deliver high levels of customer service to the users and participants. The Assistant Lifeguard's most important functions include: assisting in ensuring patron safety through prevention-focused supervision and education; responding to injuries, incidents and emergencies through timely response. In assisting qualified swim instructors, aquatic staff are expected to provide a high-quality and safe learning environment where participants can have fun, develop their skills and foster a lifelong love of swimming and the water.

As an Assistant Lifeguard, you will contribute to the development of our aquatics programming by acting as an Ambassador to the community and our patrons. By providing users and community members with vital water safety knowledge and building relationships with patrons of all ages, you ensure they are able to use and enjoy the facility in a safety conscious environment. Region of Queens Municipality is committed to creating a safe, educational and fun space for all patrons and staff, and a standard of excellence in our programs, products and services.

### MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Greet and educate patrons about water safety, facility safety and provide high-quality services</li> <li>• Suggest to the Supervisor opportunities to assist and improve participant experience</li> <li>• Dress appropriately to promote visibility, recognition and professionalism</li> <li>• Support and follow the policies and procedures of Region of Queens Municipality</li> <li>• Build and maintain appropriate and professional relationships with all patrons, participants and staff</li> </ul>	<p>15%</p>

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> <li>Effectively resolve customer complaints, when appropriate and provide detailed communication to the Supervisor</li> <li>Ensure that participants of all abilities and backgrounds are welcome in summer aquatic programs and ensure that participants feel welcome, included and supported in the programs they are participating. Suggest additional staff training to the Supervisor where required to support inclusion</li> <li>Ensure full confidentiality is maintained for all patrons and staff by following procedures that reduce the unnecessary transmission of confidential information and situations.</li> </ul>	
<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Immediate response to facility injuries, incidents and emergencies based on training. This includes self protective measures and use of personal protective equipment - PPE - (gloves, masks, shields, gowns), barrier devices (pocket masks) and safe lifting techniques</li> <li>Carry out established opening and closing protocols as directed including, but not limited to; set up, clean up, hazard assessments and ensuring the pool is prepared and safe for all scheduled activities. Assistant lifeguards will not perform opening or closing duties of the aquatic facility without a National Lifeguard on duty</li> <li>An Assistant Lifeguard shall not work alone in an aquatic facility without a National Lifeguard on duty</li> <li>Immediately report any damaged or broken equipment and supplies to the Supervisor</li> <li>Under supervision of the Supervisor, actively practice risk management by completing daily and weekly maintenance and log sheets as directed. This includes performing routine safety inspections of all aquatic equipment and utilities, various cleaning tasks and relaying any needs or concerns to the Supervisor on a regular basis</li> <li>Ensure Accident, Incident and First Aid Reports are completed accurately, objectively and promptly as required under supervision of the Supervisor</li> <li>Attend and participate in all mandatory training and in-services</li> <li>Complete other duties associated with the safe and effective operation as determined appropriate by Supervisor, Directors or designates</li> <li>Follow safety and usage precautions, and wear required PPE as outlined on the Material Safety Data (SDS) sheet for each chemical, item or product</li> <li>Adhere to the Occupational Health &amp; Safety Act, Nova Scotia Operational Guidelines for Aquatic Facilities, the facility policies and procedures and Region of Queens Municipality's policies and safety standards</li> </ul>	35%
<p><b>Assistant Lifeguarding</b></p> <ul style="list-style-type: none"> <li>Assistant Lifeguards may provide supervision of a zone or at locations where specific equipment or activities require targeted supervision</li> </ul>	10%

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> <li>• Assistant Lifeguards provide surveillance over swimmer safety, model and promote safe aquatic behaviours, provide positive public relations, respond to emergency situations and provide basic patron care</li> <li>• Assistant Lifeguards do not replace the need for National Lifeguards. National Lifeguards are responsible for the overall safety and supervision of the aquatic facility and patrons. National Lifeguards take the lead role in risk assessments, lifeguard positioning and rotation, coordinating rescue response, administrative duties and in-service training. Assistant Lifeguards play a supportive role under National Lifeguard direction</li> <li>• Enforce all facility safety rules, procedures and guidelines</li> <li>• Wear provided assistant lifeguard shirt, ensure that a whistle is on your person and a floatation device is in your hands at all times while on duty</li> <li>• Maintain a level of fitness and training necessary to fulfill the practical, physical and knowledge components of assistant lifeguarding</li> <li>• Participate in professional development opportunities and training</li> </ul>	
<p><b>Swimming Lessons</b></p> <ul style="list-style-type: none"> <li>• Provide support to qualified Swim Instructors with administration of swimming lessons including demonstration of skills and general assistance as directed by the qualified Swim Instructor. This will require getting into the pool as required during swimming lessons when not performing lifeguarding duties</li> <li>• Ensure a whistle is on your person and flutter board is within reach at all times</li> </ul>	20%
<p><b>Working Conditions</b></p> <ul style="list-style-type: none"> <li>• Hazards associated with outdoor aquatic environments (ie. sun, cold, inclement weather, varying water temperatures, etc.) and rescues</li> <li>• Some tasks involve the ability to exert moderate physical effort including some combination of standing for long periods of time, sitting, sitting at a height, crouching, walking, climbing, swimming, performing work while wet and/or performing work while wet for an extended period of time</li> <li>• As required, Assistant Lifeguards will be required to perform physical elements in emergency situations and in-service training. This could include: climbing, swimming, lifting, carrying, towing and lifting distressed or unconscious persons out of the water</li> <li>• Regular implementation of safe lifting, carrying and rescue techniques</li> <li>• Unobscured access to all required rescue equipment, first aid kits and PPE</li> <li>• Exposure to a loud, warm/cool and busy environment</li> <li>• Ability to be flexible in a fast-paced environment</li> <li>• Due to the nature of the position, daytime, evening, weekend and holiday work may be required</li> <li>• Receiving regular feedback from the Supervisor, Assistant Supervisor, Director of Recreation or designates</li> <li>• Other duties as assigned by the Supervisor, Director of Recreation, or designate</li> </ul>	
<p><b>Cleanliness</b></p> <ul style="list-style-type: none"> <li>• Complete daily cleaning duties to support cleanliness of facility as directed</li> </ul>	20%

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> <li>Continuously monitor the cleanliness and safety within the aquatic centre, including locker rooms, deck, equipment room, staff room and seating area. Immediately address unclean or potentially hazardous conditions by reporting them to the Supervisor</li> <li>Vacuuming and general pool maintenance (training provided)</li> </ul>	

**\*Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## QUALIFICATIONS



### Education (degree/diploma/certifications):

- Nova Scotia Lifesaving Society – Bronze Cross (current)
- Intermediate Workplace First Aid w. CPR Level C + AED (current)
- WHMIS (training will be provided)
- Minimum of 15 years of age
- Complete and maintain satisfactory RCMP Vulnerable Sector check (18+ years of age)

### Experience:

- Experience working with various demographics

### Knowledge/Skills/Abilities:

- Ability to work independently and as a contributing member of a team
- Ability to promote drowning prevention through public education, demonstration and special events
- Demonstrate problem solving skills and judgment
- Ability to be flexible in a fast-paced environment
- Ability to follow direction with minimal supervision
- Ability to establish and maintain respectful, cooperative and professional working relationships with your aquatic staff, other colleagues and the community
- Ability to maintain a high degree of mental alertness for long periods of time

## WORK CONDITIONS



### Work Demands

#### This position spends approximately:

- 10% of the time indoors
- 90% of the time outdoors
- 0% of the time driving a vehicle during work

#### Physical effort:

- Work is performed in both indoor office and aquatic settings and outdoor environments
- May involve lifting equipment up to 50 lbs., standing for extended periods, and exposure to varying weather conditions and pool chemicals

#### Mental effort:

- Complex problem solving
- Multitasking and managing competing priorities

#### Hours of work:

- Flexible office hours with the ability to work evenings, weekends and holidays depending on operational need

#### Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



**Independent Decision Making:**

- Moderate independent decision making

**Financials and Budget:**

- N/A

**Confidential Information:**

- Access to confidential participant information

**Creativity and Ingenuity:**

- Moderate degree required

**Leadership, Supervision and Functional Advice**

**Employees this role supervises:**

- N/A

**Functional advice this role may provide and to whom it is provided:**

- N/A

**POSITION CLASSIFICATION**  
(Where this position fits)



<b>Position Title:</b> Assistant Lifeguard	<b>Division:</b>
<b>Department:</b> Recreation	<b>Classification:</b>
<b>Positions Supervised Directly:</b> N/A	<b>Reports to (Direct):</b> Supervisor
<b>Salary Grade:</b> Grade 4	<b>Positions Supervised Indirectly:</b> N/A
<b>Hours per week:</b> Flexible office hours with the ability to work some evenings, weekends and holidays depending on needs.	<b>Work Location:</b> Queens Place Emera Centre Aquatics Centre / North Queens Aquatic Centre
<b>Effective Date:</b> April 27, 2026	<b>Revision Date:</b>

## Organizational Chart

The reporting relationship of this position to others within the immediate department.

