

LIFEGUARD POSITION DESCRIPTION

Department:	Community Development
Unit:	Arts, Culture & Community Connections
Section:	Swimming Centre
Reports To:	Swimming Centre Manager The Position is also expected to work in collaboration with all Swimming Centre Staff.
Direct Reports:	Nil.
Classification:	City of Norwood Payneham & St Peters' Local Government Employees Enterprise Agreement Municipal Employee Grade 4
Special Conditions:	Seasonal casual contract position, working hours between Monday to Sunday as rostered.

PURPOSE

The City of Norwood Payneham and St Peters owns and operates (2) swimming facilities, the Norwood Swimming Centre, located in Kensington and the Payneham Memorial Swimming Centre, located in Felixstow. The Payneham Memorial Swimming Centre is currently closed for redevelopment. Both Centre's operate 7 days per week (excluding Christmas Day) over a twenty-six (26) week Swimming Season from mid-October to mid-April.

The Lifeguard maintains the highest pool management standards for patron safety and supervision.

KEY RESPONSIBILITIES

Lifeguard Duties

- Perform Lifeguard duties, supervising the Centre users in accordance with Centre's rules and Watch Around Water and other established industry standards and guidelines.
- Recognize and respond effectively in emergencies in accordance with Centre's emergency action plans.
- Apply first aid, including resuscitation and the administering of oxygen (where qualified) using appropriate rescue techniques so as not to endanger the lives of oneself or others.
- Assist in setting up and packing up the Centre and equipment, as well as maintaining a safe and clear Centre during operations.
- Assist the Swimming Centre Manager/Supervisor in undertaking water testing or plant maintenance operations as required.

Customer Service

- Undertake customer service duties including reception and cash receipting within the kiosk and reception areas.
- Prepare the reception area for open and end of day close.
- Provide a range of information on the Centre's programs, activities and promotions to pool patrons where appropriate.
- Respond to customer enquiries in a professional, timely and friendly manner and follow up on enquires to ensure they are addressed within reasonable timeframes.
- Use initiative within the scope of established work procedures and guidelines to resolve customer issues and or complaints.

Continuous Improvement

- Identify process and service improvements to increase capability, effectiveness and efficiency of functions and responsibilities.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Current SISSS00133 Pool Lifeguard Skill Set certificate
- Current HLTAID011 Provide First Aid and HLTAID009 Provide Cardiopulmonary Resuscitation certificate.
- Knowledge of Swimming Centre operations and environments

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- Excellent communication and people skills
- Experience in cash handling
- Strong swimming ability

DESIRABLE CRITERIA

- SISSS00131 Aquatic Technical Operator Skill Set certificate
- Experience as a lifeguard in an aquatic environment.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY: **READ & AGREED TO BY:**

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
LIFEGUARD
Date _____