



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** LIFEGUARD/INSTRUCTOR I                      **SCHEDULE:** C  
**DIVISION:** AQUATICS  
**DEPARTMENT:** COMMUNITY SERVICES

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## **JOB SUMMARY:**

Under the supervision of an Aquatic Leader or Team Leader, the incumbent is responsible for lifeguarding, instructing swimming lessons, assisting in the operation of an aquatic facility, and responding to a variety of customer requests/concerns. The incumbent ensures these duties are performed in accordance with established policies, practices and procedures. The work involves morning, afternoon, evening and weekend shifts. Performs related duties.

## **Under supervision of the Aquatic Leader or Team Leader:**

### **Ensures client needs are met by:**

- performing lifeguard duties and ensuring the safety of patrons using the facility;
- supervising the use of the swimming and related recreation areas;
- conducting instructional and recreational programs for all age ranges and for a variety of special community groups.
- preparing and maintaining a variety of records related to the work.
- assisting with the cleanliness of the aquatic facility;
- performing related duties as required.

**Education:** Completion of Grade 10.

**Training:** Current certificates and awards as follows:

- National Lifeguard Service Award – Pool Option
- CPR 'C' Certificate
- Red Cross Water Safety Instructor
- Safety-oriented first aid, or equivalent (7 hours)
- Certified Diving Instructor considered an asset.

**Knowledge and Skills:** Reasonable knowledge of first aid, lifesaving, and lifeguarding skills, techniques and practices. Reasonable knowledge of teaching methods and group leadership techniques emphasizing instruction in water and safety skills. Ability to demonstrate sound aquatic skills and to instruct in those skills at standards set by relevant authorities. Ability to work within a team environment. Ability to establish and maintain effective working relationships with employees, customers, and supervisors. Commitment to customer service excellence. Ability to prepare and

maintain records related to the work. Sufficient health and physical fitness to perform the related duties. Ability to clean in a safe and efficient manner/ Ability to follow safe work procedures. Ability to recognize, report and/or rectify actual and potential safety hazards. Knowledge of WorkSafe regulations such as those related to Bullying & Harassment.

**BC Driver's License:** No  
**Vehicle Usage:** No  
**Police Information Check:** Yes. Ability to obtain and maintain a clear Police Information Check for offences related to the position.

**Prepared by:** Aquatics Task Force  
**Date Prepared:** March 2001  
**Revised by:** Worthington / Flannagan  
**Date Revised:** December 2012  
**Revised by:** Worthington / Flannagan  
**Date Revised:** December 2014