



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>TEAM LEADER I</b>	<b><u>SCHEDULE:</u></b>	<b>C</b>
<b><u>DIVISION:</u></b>	<b>AQUATICS</b>	<b><u>PAYGRADE:</u></b>	<b>5</b>
<b><u>DEPARTMENT:</u></b>	<b>COMMUNITY SERVICES</b>		

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## **JOB SUMMARY:**

The Team Leader 1 is responsible for lifeguarding, instruction and deck level supervisory duties in an aquatic facility. In the absence of a Team Leader II, the incumbent assumes the deck level responsibilities for a specific shift. These responsibilities include supervising lifeguard/instructional staff, deck organization, cashier relief, minor maintenance and cleaning tasks and completing appropriate forms and reports. Work performance is evaluated on the effectiveness of services rendered, the quality of instructional programs provided to the public, and effectiveness of supervision. Major problems are referred to the Aquatic Leader, Team Leader 2 or Aquatic Programmer. Performs related duties.

## **MAJOR RESPONSIBILITIES**

**Under general supervision of the Aquatic Programmer:**

**Provides technical expertise by:**

- assisting with the coordination and supervision of recreational and instructional aquatic programs for all ages at the aquatic facility, including obtaining lesson sheets and canceling programs;
- dealing effectively with operational and emergency issues as they arise;
- ensuring that all logs and forms are completed accurately and completely per established procedures;
- arranging for emergency coverage of shifts where required;
- communicating incidents that occur during Team Leader I shift to the Aquatics Programmer or the Aquatics Manager;
- informing the Aquatics Programmer or Aquatics Manager immediately of problems that cannot be resolved or of major emergencies;
- acting as relief Cashier when required;
- preparing supply and equipment inventories;
- preparing and maintaining records and reports related to the work;
- acting as the Level 1 First Aid Attendant for facility staff; and
- performing related duties as assigned.

**Supervises the work of staff by:**

- directing, supervising and participating in the work of full-time and part-time employees engaged in operational, instructional, lifeguarding and routine cleaning duties;
- ensuring the standards of performance and safety for lifeguards, instructors and related aquatic staff are maintained; and
- assisting with in-service training sessions.

**QUALIFICATIONS**

**Education:** Completion of grade 12.

**Experience:** Two years of aquatic experience. Previous supervisory experience is an asset.

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

- Red Cross Water Safety Instructor;
- National Lifeguard Service Award – Pool Option;
- National Lifeguard Service Award;
- Aquatic Emergency Care award or Standard First Aid
- Lifesaving Instructor Award
- Level 1 WCB First Aid to be obtained following hire date

**Knowledge and Skills:** Considerable knowledge of first aid, lifesaving, and lifeguarding skills, techniques and practices. Considerable knowledge of teaching methods and group leadership techniques emphasizing instruction in water safety and aquatic 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 co-workers, and supervisors. Ability to problem solve and make decisions. Ability to deal courteously, tactfully and diplomatically with members of the general public. Excellent verbal and written communication skills. Commitment to customer service excellence. Ability to prepare and maintain records relating to the work. Sufficient health and physical fitness to perform the related duties. Ability to obtain and maintain a clear RCMP Police Information check for offences related to the position. Computer literacy in programs related to the work. Knowledge of WorkSafe BC Regulations such as those related to Bullying & Harassment.

Valid BC Drivers license:	No.
Vehicle Usage:	No.
Police Information Check:	Yes. As a condition of employment, the incumbent must be able to obtain and maintain a clear police information check for offenses related to the position.

**Prepared By:** Lana Keim  
**Date Prepared:** March 2004  
**Revised By:** Jim Worthington  
**Date Revised:** January 2016