



**District of Taylor  
Employment Opportunity**

**Lifeguard/Water Safety Instructor  
(Seasonal Position)**

The District of Taylor is seeking a highly motivated, enthusiastic, and dedicated individual to fill the position of Lifeguard/Water Safety Instructor. Reporting to the Program and Events Coordinator, the Lifeguard/Water Safety Instructor collaborates closely with all other members of the Taylor Seasonal Pool team, reinforces and complies with pool operating procedures, patrols all areas of the facility to ensure safe and correct usage, assists in facility opening/closing and security monitoring, provides provincially recognised swimming program instruction, assists with the supervision and control of special events, reports maintenance issues as needed, is responsible for payments and security of cash, and assists in the preparation and operation of events and activities, including the assembly and dismantling of equipment.

The ideal candidate will have respectful and clear communication skills, the ability to sit and/or stand for long periods of time and maintain satisfactory energy levels for the duration of programming, is safety conscious, can take on an informal leadership role during high-stress situations, has excellent personal judgment and quick-thinking skills as well as exceptional interpersonal and telephone skills. The ideal candidate will also have their Lifesaving Society Bronze Cross/Medallion and Standard First Aid with CPR Level C or equivalent. Possession of National Lifeguard Pool and Red Cross Water Safety Instructor certification would be considered an asset. A full job description may be viewed on the District website at [www.districtoftaylor.com](http://www.districtoftaylor.com).

The incumbent will be required to maintain a clean criminal record check with vulnerable sector screening and be legally entitled to work in Canada.

The successful applicant can expect to work approximately 35 hours per week, Monday through Sunday, and be available for evenings, weekends and statutory holidays as required for special events, programs and/or services. Compensation will be based on a combination of the successful applicant's education and experience.

With your resume, please provide a cover letter that articulates how your skills and abilities make you the best candidate for this position. Submissions will be received by the undersigned until Friday, April 15, 2022 at 4:30 p.m. local time.

Please address your application to:

Lisa Ford, Deputy Corporate Officer  
PO Box 300  
Taylor, BC VOC 2K0  
Phone: (250) 789-3392  
Email: [lford@districtoftaylor.com](mailto:lford@districtoftaylor.com)

*The District of Taylor thanks all applicants for their interest in this position; however only applicants selected for position interviews will be contacted.*



## DISTRICT OF TAYLOR

### Lifeguard/Water Safety Instructor

### Job Description

**Title:** Lifeguard/Water Safety Instructor  
(Seasonal)

**Date:** February 27, 2022

**Department:** Community Services

**Job Category:**

**Reports To:** Program and Events Coordinator

**Job Number:**

**Interacts With:** Community Services, Parks and  
Facilities, Pool users, General Public

**Grade:**

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#### **General Summary:**

The Lifeguard/Instructor works under the supervision of the Program and Events Coordinator and collaborates closely with all other members of the Taylor Seasonal Pool team to provide instruction in a number of aquatic programs and skills as well as minor maintenance.

#### **Primary Duties and Responsibilities:**

##### **General**

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis
- Responsible for the care and cleanliness of uniform provided and presenting a neat, professional appearance to the public

##### **Health and Safety**

- Responsible for the constant supervision, safety and well-being of users in the pool
- Maintain calm, approachable, and professional manner at all times, taking on leadership role in emergency situations and as required
- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Complies with the Emergency Action Plan for the facility and assist with any such incidents in the appropriate manner

- Ensures a high level of cleanliness and hygiene is maintained consistently throughout the entire facility at all times
- Responsible to check the pool equipment (including related safety items) in areas of responsibility and report any loss, damage, or malfunction promptly

#### **Aquatic Services**

- Reinforces and complies with the Pool Operating Procedures at all times
- Patrols all areas of the facility and ensure that all areas are being used in the safe and correct manner, making suitable adjustments as necessary
- Assists in the opening and closing of the facility when required and assist in monitoring the security of the premises at all times
- Provides provincially recognised swimming program instruction including developing lesson plans, issuing report cards, and maintaining lesson records
- Assists with the supervision and control of special events including parties, lessons, and private rentals
- Reports maintenance issues as needed
- Attends staff meetings and in-service training sessions as scheduled
- Maintains confidentiality of all information related to the facility, patrons, students and staff
- Responsible for receipt of payments and security of cash
- Assists in the preparation and operation of events and activities, including the assembly and dismantling of equipment and minor repairs when required

#### **Requirements and Qualifications:**

##### **Education and Experience:**

- 16 years of age or older
- Lifesaving Society Bronze Cross/Medallion
- Standard First Aid with CPR Level C or equivalent
- Possession of National Lifeguard Pool and Red Cross Water Safety Instructor certification would be an asset

##### **Knowledge, Skills, and Abilities:**

- Respectful and clear communicator
- Able to sit and/or stand for long periods of time and maintain satisfactory energy levels for duration of programming
- Safety conscious
- Able to comfortably take on informal leadership role in high-stress situations
- Excellent personal judgement and quick thinking in high-stress situations
- Exceptional interpersonal skills to effectively resolve customer, operational, and personnel problems
- Excellent telephone skills for both incoming inquiries and proactive customer contact

##### **Other Requirements:**

- Clear Criminal Record Check (including vulnerable sector)
- Legally entitled to work in Canada

#### **Working Conditions (environmental conditions, physical demands, travel, etc.):**

- Performs physical labour and must have sufficient physical strength, stamina and coordination to permit the completion of heavy manual work including lifting heavy objects, and actively participate in rescue situations
- Required to stand for long periods on pool deck

- Able to detect unsafe situations by sight or sound and moving quickly to intervene in unsafe situations

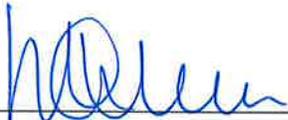
**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

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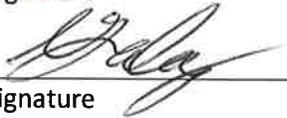
**Approval:**

Moira Green CAO  
Name/Title

  
Signature

07/03/2022  
Date

Bryan Galay, Director, Community Services  
Name/Title

  
Signature

Mar 4, 2022  
Date