



JOB PROFILE

HEAD LIFEGUARD, FITNESS ON 25TH

POSITION SUMMARY

The Head Lifeguard, YWCA Fitness on 25th, under the supervision of the Director of Fitness & Facilities, is responsible for the day to day operation of the pool, staffing and Red Cross swim lesson delivery program.

POSITION REPORTING: Reports to the Director of Fitness & Facilities

DIRECT REPORTS: Lifeguard fulltime, part-time and casual staff

MAJOR RESPONSIBILITIES:

1. **As a member of Fitness on 25th, promotes positive Member/Patron relations:**
 - Provides superior customer service to members and patrons of Fitness on 25th
 - Build member and non-member relationships through professional and courteous contact with parents and patrons
 - In collaboration with Director of Fitness & Facilities, creates and maintains bulletin boards in pool area
 - Communicate all issues and concerns to the Director of Fitness & Facilities
 - Sources and creates materials for community events such as Red Cross Week and National Drowning Prevention Week

2. **In consultation with the Director of Fitness & Facilities, schedules and supervises all aquatic staff:**
 - Has comprehensive knowledge of YWCA Saskatoon personnel, policy, fire, and emergency procedures and ensures aquatic staff has the same knowledge and understanding
 - Is responsible for scheduling and training of lifeguard staff
 - Provides weekend supervision to all lifeguarding staff
 - Ensures consistent staffing to maintain uninterrupted service
 - Completes payroll for all aquatic staff

3. **Maintains aspects of pool operation:**
 - Guards the pool during activities including aqua-fitness, lane swim and community rentals
 - Provides back up pool testing in the absence of Maintenance personnel
 - Ensures all equipment is in good working order and identifies when equipment is in need of replacement
 - Ensures all materials required for day to day administration are available and up-to-date

4. **Greater YWCA Saskatoon and Community Participation**
 - Participation in external YWCA promotions and events as requested by the Director of Fitness & Facilities. Participation on YWCA Saskatoon committees as requested by the Director of Fitness & Facilities.
 - Other duties as assigned

Desired Skills & Qualifications:

- Minimum Grade 12, post-secondary education an asset
- Current NLS Certification
- Current WSI Certification
- Exemplary interpersonal and communication skills (both written and oral)
- Strong computer skills in all Microsoft Office applications
- Good organization skills
- Attention to detail
- Flexibility and ability to work as part of a team
- All YWCA staff members are required to provide a current criminal record check. Our lifeguard staff members are also further required to provide a current young offenders record check.

KEY CORE COMPETENCIES:

Communication and interpersonal skills - Fosters open communication and dialogue by sharing information, listening effectively, speaking honestly, and preparing written communications. Explains concepts clearly by understanding audience dynamics and providing concise, understandable messages. Is able to influence and gain support from others internal and external to the association.

Relationship Building: Builds positive interactions both internally and externally to achieve work related goals; gives and gets energy from bringing people together to lead and achieve; works proactively to develop positive relations with participants, peers and volunteers; goes out of his/her way to assist colleagues in achieving their individual and organizational goals.

Teamwork & Cooperation: Brings a personal contribution to the group in order to accomplish the objectives established by the team; is a team player and is cooperative; builds appropriate rapport; uses diplomacy and tact; truly values people; easily gains trust and support of peers; reliable; encourages collaboration.

JOB SPECIFIC COMPETENCIES

Planning & Organizing: Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops work plans; anticipates and adjusts for problems and roadblocks; develops coherent and effective action plans; measures performance against goals; evaluates results.

Time Management: Uses time effectively and efficiently; effectively sets priorities by quickly zeroing in on the critical issues; values time; separates the critical few from the trivial many and concentrates his/her efforts accordingly.

Adaptability: Does the right thing at the right time; seeks and finds solutions to problems; knows when to take action on issues; resolves problems; remains flexible and versatile to new situations; understands and appreciates different and opposing perspectives on issues; enjoys challenges; reacts calmly and performs consistently under pressure.