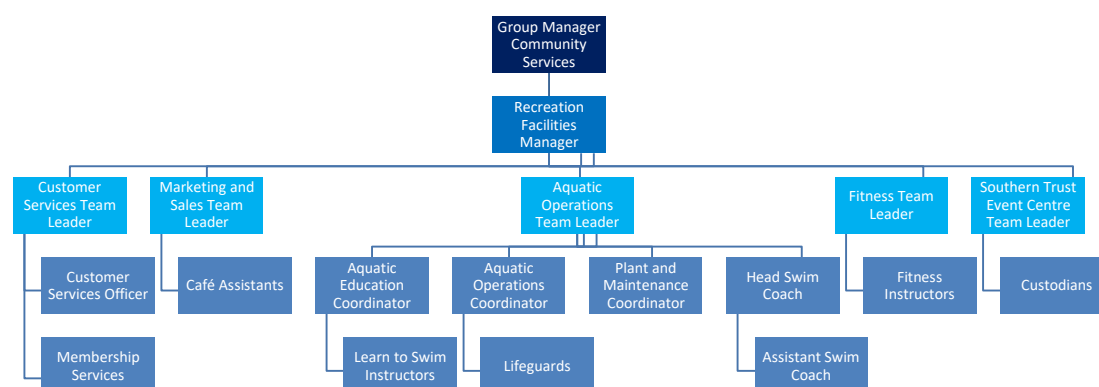


Position Description: Seasonal Lifeguard

Business Group	Community Services
Reports To	Aquatic Operations Coordinator
Direct Reports	Nil
Date	September 2019
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The Seasonal Lifeguard is responsible for the safety of all pool users and general cleanliness of the pool facility. The Seasonal Lifeguard will meet and exceed customer expectations and ensure that a safe, clean and enjoyable recreation environment is provided to all customers. A broad cross section of the public will be dealt with, from children to adults, requiring good public relation skills.

Key Relationships / Customers

External	Internal
Members of the public	Recreation Facilities Manager
Aquatic Centre customers	Aquatic Operations Coordinator
School groups	All CBay Aoraki Trust Centre staff
Community groups	All TDC staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Ensure a safe environment for all customers by maintaining constant vigilance on poolside.
2. Provide quick and efficient handling of emergencies.
3. Ensure cleanliness of the pool, pool surrounds and changing facilities.
4. Enforce poolside discipline.
5. Ensure the needs of pool users are met by maintain a high standard of communication and public relations.
6. Comply with Health and Safety policies and procedures and ensure all accidents and near miss incidents are reported.
7. Assist with other duties as reasonably required by the Aquatic Operations Coordinator.
8. To be actively involved in Civil Defence Emergency Management when required.
9. To live the COSI values; Customer Focus, One Team, Successful and Integrity.

Formal Qualifications / Training / Experience

The Lifeguard will hold, or be working on attaining, a Pool Lifeguard Practising Certificate and a Comprehensive First Aid Certificate.

Good public relation skills and the ability to communicate well with the public are necessary attributes.

Erin Mitchell
Aquatic Operations Coordinator

Seasonal Lifeguard

Date