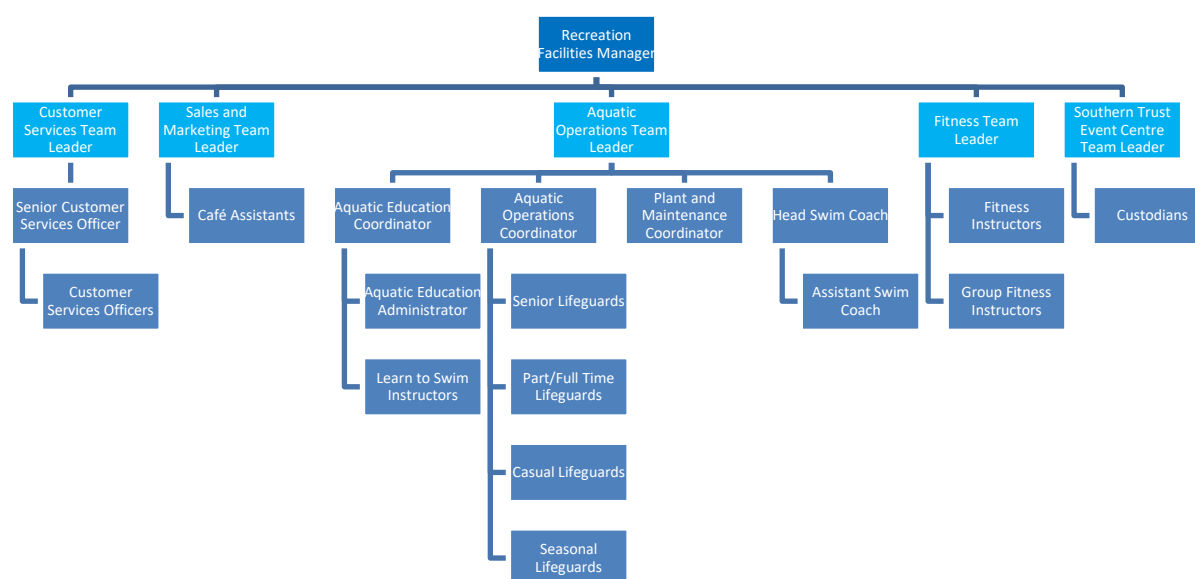


Position Description: Senior Lifeguard

Business Group	Recreation & Cultural Services
Reports To	Aquatic Operations Coordinator
Direct Reports	Nil
Date	July 2022
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Recreation & Cultural Services Group encompasses the areas of Recreation Facilities, Art Gallery, Museum and Libraries at Council. The Recreation & Cultural Services Group plays a key role in the delivery of recreational, sporting, cultural and heritage services to the community to ensure that we can continue support our key wellbeing under the Local Government Act. The Recreation & Cultural Group is responsible for the delivery of community initiatives, events and services that support various strategic Council objectives and goals including a number of longer term capital expenditure projects.

Purpose of the Position

The Senior Lifeguard is responsible for supervising and providing leadership to the Lifeguard Team. The Senior Lifeguard will ensure Lifeguards are meeting and exceeding customer expectations, whilst providing a safe, clean and enjoyable recreation environment to all customers and members of the public.

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. Provide leadership support to the Aquatic Operations Coordinator.
2. Ensure a safe environment for all customers by maintaining constant vigilance on poolside.
3. Ensure lifeguard breaks and rotations meet facility, customer and Poolsafe requirements.
4. Promote and comply with facility rules and regulations.
5. Identify and manage risks and hazards in an objective manner.
6. Exceed customer needs and expectations by providing prompt and effective solutions for service and information requests.
7. Enforce poolside discipline.
8. Ensure cleanliness of the pool, pool surrounds and changing facilities at all times.
9. Ensure water tests and pool water quality comply with NZ 5826:2010.
10. Communicate openly and objectively and with an appropriate manner.

11. Actively engage in setting goals and objectives for self and team Give and receive constructive feedback.
12. Effectively utilises technical skill capacity and knowledge of team members.
13. Works with team to develop technical solutions to new or highly complex problems.
14. Quickly and effectively addresses road-blocks, issues or problems.
15. Enhanced awareness and knowledge of methods and techniques used by TDC to gain insight, plan, and make decisions.
16. Supports process improvements and resource optimization.
17. Generate and suggest ideas to contribute to unit cost saving strategies and execute initiatives.
18. Record and report all incidents and hazards.
19. Provide quick and efficient handling of emergencies and administer First Aid as and when required.
20. Responsible for maintaining and providing a safe working environment. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
21. Comply with Health and Safety policies and procedures.
22. Actively engage in setting own goals and objectives.
23. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
24. Assist with other duties as reasonably required by the Aquatic Operations Coordinator and Aquatic Operations Team Leader.
25. To be actively involved in Civil Defence Emergency Management when required.
26. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously create a team culture that is consistent with the overall organisations values and above the line behaviours.
27. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Pool Lifeguard Practicing Certificate.
Desired Qualification	NZQA Certificate in Aquatics Level 3, Pool Life Guard or equivalent.
Minimum Experience	18 months Lifeguard experience.
Desired Experience	2 years Lifeguard experience.
Mandatory Training requirements (these may be reviewed and updated from time to time)	Chemical storage and handling, first aid, pool lifeguard practicing certificate. Pool Water Treatment and Operations Course.

Key Competencies / Skills / Knowledge

- Current Pool Lifeguard Practicing Certificate.
- Current First Aid Certificate.
- Ability to lead a poolside team to fully utilise skill and technical capacity.
- Understanding of the Health and Safety at Work Act 2015 and how this applies to the aquatic environment.
- Able to undertake water tests and pool water quality to comply with NZ 5826:2010.
- Good communicator, able to give clear verbal instructions.
- Able to give and receive constructive feedback.
- Excellent public relations and collaboration skills with the ability to work with a diverse range of stakeholders and able to de-escalate a volatile situation.
- Must have the ability to think clearly and not panic when in high pressure situations.
- Ability to give and receive constructive feedback.
- Ability to problem solve and self-manage.
- Able to work collaboratively within a team and promote a culture of highly engaged and motivated staff.
- Good time management skills, be very organised, meet deadlines and able to self manage.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Craig Motley
Recreation Facilities Manager

Senior Lifeguard

Date

Date