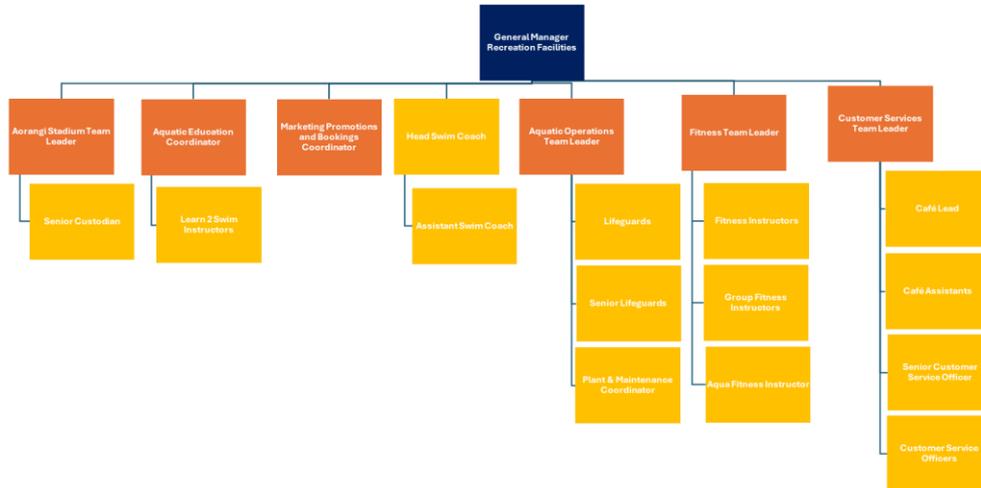


Position Description: Lifeguard

Business Group	Recreation Facilities
Reports To	Aquatic Operations Team Leader
Direct Reports	Nil
Date	April 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The Lifeguard is responsible for the safety of all pool users and general cleanliness of the pool facility. Lifeguards 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
Aquatic Centre customers	Recreation Facilities General Manager
School and Community Groups	Aquatic Operations Team Leader
	All CBay Trust Aoraki Centre & 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 rules.
5. Ensure the needs of pool users are met by maintaining a high standard of communication and public relations.
6. Ability to attend training sessions on a regular basis as required
7. Accurately obtain water samples for testing and record results.
8. Comply with Health and Safety policies and procedures and ensure all accidents and near miss incidents are reported.
9. Actively engage in setting own goals and objectives.
10. Assist with other duties as reasonably required by the Aquatic Operations Team Leader.

11. 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.
12. 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.
13. To be actively involved in Civil Defence Emergency Management when required.
14. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
15. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Pool Lifeguard Practicing Certificate or working towards attaining.
Desired Qualification	NZQA Certificate in Aquatics Level 3, Pool Life Guard Practicing Certificate.
Minimum Experience	Confident Swimmer.
Desired Experience	6 months Lifeguard experience.
Mandatory Training requirements (these may be reviewed and updated from time to time)	Comprehensive First Aid Certificate. Current Pool Lifeguard Practicing Certificate.

Key Competencies / Skills / Knowledge

- Current Pool Lifeguard Practicing Certificate or ability to obtain.
- Current First Aid Certificate.
- 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.
- Ability to think clearly and not panic when in high pressure situations.
- Able to work collaboratively within a team.
- Good time management skills, be organised, meet deadlines and able to self-manage.

- High level of honesty, integrity, confidentiality and a trustworthy manner.

General Manager Recreation Facilities

Lifeguard

Date

Date