

**SOUTHWEST MIDDLESEX AQUATIC LIFEGUARD-INSTRUCTOR**  
**JOB DESCRIPTION**

**ROLE:**

Under the supervision of the Recreation Manager and the Aquatic Supervisor (or Assistant Supervisor in the absence of the Supervisor) perform all duties required for the successful operation of the Aquatic Facility. Some duties include the prevention of emergency situations and where this fails, the timely and effective resolution of emergencies, and the instruction of all programs offered at the facility.

**RESPONSIBILITIES:**

1. Plan, organize and implement, in conjunction with the Aquatic Supervisor, the Southwest Middlesex operations and programs.
2. Organize and assist in the organization of special events that occur during the season, such as early registration night, swim meets, examinations, etcetera.
3. Assist and participate in in-service training.
4. Keep complete and accurate records, involving program (lessons) and/or facility operational tasks.
5. Advise the supervisor of equipment and/or supplies required for your programs requirements.
6. Handle disciplinary situations and be prepared to handle any emergency first-aid situations.
7. Be responsible for good public relations with patrons.
8. Notify your supervisor immediately if you are ill and unable to work. **YOU WILL NOT BE PAID FOR TIME OFF.**
9. Perform related duties as assigned by the immediate supervisor (Recreation Manager, Aquatic Supervisor, and/or Assistant Supervisor).

**QUALIFICATIONS:**

- ✓ Be at least 16 years of age (copy of birth certificate required)
- ✓ Hold a current N.L.S. (National Lifeguard Service) Award (within 2 years from date of issue)
- ✓ Hold a current Lifesaving Instructor Certificate (within 2 years from date of issue)
- ✓ Hold a current Standard First Aid Certificate (within 3 years from date of issue)
- ✓ Hold a current CPR Certificate (either Basic Rescuer or CPR-C) (within 1 year from date of issue) **\*\*\*\*Needs to be re-certified annually!!**