



The Corporation of the Town of Gravenhurst
Revised: January 2022

POSITION DESCRIPTION

Position Title: Waterfront Instructor/Lifeguard & Beach Patrol
Area/Department: Community Growth and Development
Reports to: Waterfront – Lead Hand & Community Recreation Coordinator

POSITION SUMMARY

To carry out waterfront programs, assist with the day-to-day operations of the waterfront while ensuring a safe park and beach environment for patrons.

DUTIES & RESPONSIBILITIES

1. Read and follow the Town's Aquatic Manual guidelines.
2. Provide instruction of Lifesaving Society programs to a variety of ages.
3. Lifeguard during periods determined by the Waterfront Lead Hand & Assistant Lead hand in consultation with the Community Recreation Coordinator.
4. Participate in staff training sessions throughout the season. Participate and mandatory health & safety/orientation training provided by the Town of Gravenhurst.
5. Provide information to the public on programs, events and water safety.
6. Provide daily maintenance and clean-up of beach and park area.
7. Provide general supervision of park area to monitor public activities and complete daily park patrols.
8. Monitor washrooms to ensure proper conduct and discourage acts of vandalism.
9. Report all illegal behaviour (alcohol consumption, vandalism) to O.P.P. and ensure reports are written for each incident and report to the Lead Hand and Assistant Lead Hand.
10. Communicate effectively with other staff, Assistant Lead Hand, Lead Hand and Community Recreation Coordinator.
11. Ensure that docks and buoy lines are secure and inform Assistant Lead Hand or Lead Hand immediately if they become unsecured and assist in securing them throughout the summer.
12. Work together with other Town departments as a team in a positive & professional manner.
13. Ensure patron-to-lifeguard ratios are maintained and the beach is monitored effectively while on duty.
14. Assist the waterfront lead hand and the assistant lead hand with the role in the planning, organization and promotion of a water safety campaign and assist with the coordination of the Make a Splash event.
15. Kayaks Excursion: assist in promotion of program, ensure safety of participants & provide instruction. Ensure kayaks are stored & secured properly.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: N/A

EDUCATION, SKILLS AND EXPERIENCE

1. Current Lifesaving Society National Lifeguard Service (NLS) Waterfront Certification.
2. Current Standard First Aid and CPR level C & AED.
3. Lifesaving Society Swim Instructor.
4. Lifesaving Society Lifesaving Instructor.
5. High Five Principles of Healthy Child Development (contact us for future training dates)
6. Lifesaving Society Bronze Examiner an asset, but not required.
7. WHMIS 2015 certification is required for all new hires and must be presented at time of hire.
8. Working knowledge and understanding of the Occupational Health and Safety Act and Regulations.
9. Valid G license with clean drivers abstract satisfactory to corporation and have own transportation to and from work locations.
10. Ability to work early morning, weekend and evening hours, as required.
11. Ability to demonstrate tact and discretion in handling matters of a confidential or sensitive nature, and to maintain confidentiality.
12. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships.
13. Possess strong customer service experience and an interest in community history.
14. Good communication (written, oral, and interpersonal), customer service, and organizational skills.

PHYSICAL/PSYCHOLOGICAL DEMANDS AND WORKING CONDITIONS

Work is conducted outdoors and staff will be required to work in adverse weather conditions. Employees must possess tact, patience, poise when dealing with the public and other employees, and must demonstrate professional behavior at all times.

VULNERABLE SECTOR (CRIMINAL) RECORD POLICE CHECK

Please note that applicants must be prepared to provide a Police Record Check at their own expense before being employed by the Town of Gravenhurst.

REQUIRED DATES, HOURS AND RATE OF PAY

Waterfront Season & Employment Period: late June to early September (includes Labour Day)
Mandatory Staff Training: TBD
35 hours a week, hours may vary depending on weather conditions and participant numbers.

WORK LOCATION

Gull Lake Rotary Park & Gravenhurst Centennial Centre on occasion.

CONTACTS

Incumbent communicates and/or liaises with staff and the general public.

REVIEW/APPROVAL

Incumbent: _____ **Date:** _____

Immediate Supervisor: _____

Date: _____

Director: _____

Date: _____

Human Resources: _____

Date: _____

CAO: _____

Date: _____

Affiliation: Non-Union