

## TOWN OF PONOKA

### HEAD GUARD

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The Town of Ponoka is currently seeking applications for a permanent Head Guard at the Ponoka Aquaplex. Reporting to the Aquaplex Operator, the Head Guard will assist in supervising the lifeguards, instructors and cashiers.

Duties and responsibilities of this position include:

- Participation and delivery in the delivery of aquatic programs;
- Monitor and analyze user patterns to expand utilization;
- Ability to prepare and maintain pertinent records and reports;
- Ensuring that all safety rules and regulations are enforced;
- Provide “on deck” supervision of the pool area;
- Orientation and training of staff, as well as assigning and delegating tasks and responsibilities to guards and instructors:
- Assisting with the planning and scheduling of staff in a cost effective manner;
- Identifying and correcting problems at an early stage;
- Modeling the proper attitudes and activities that contribute to successful performance of life guarding duties;
- Booking lessons, facility rentals and responding to customer inquiries;
- Participation in the daily operation and maintenance of the facility;
- Perform routine cleaning and maintenance of the facility;
- Ability to communicate effectively with staff, and the public in a professional manner.

To be effective in this role, applicants require the following knowledge, skills, experience and education:

- Post-Secondary education in a related field or a minimum of two years’ experience in aquatic supervision;
- National Lifeguard Certification;
- Lifesaving Society Instructor Certification (LSI);
- Swim Instructor;
- Pool Operator Level I;
- Standard First Aid/Aquatic Emergency Care;
- Basic Rescuer CPR;
- Experience supervising aquatic staff;
- Excellent verbal and written communication skills;
- Water Art (Fitness). First Aid Instructor, Supervisory Training, and Pool Operator II would be an asset;
- The successful Candidate will be required to submit a satisfactory Criminal Record Check and Vulnerable Sector Check.

**Salary:** As per AUPE agreement, Class 11, \$20.79 to \$24.10

**Hours of Work:** Must be able to work days, evenings and weekend shifts (shift differentials and weekend premiums are applied to hourly rate).

Applicants are asked to email resumes to [hr@ponoka.ca](mailto:hr@ponoka.ca)

*The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.*

