

**Position Title:** Head Lifeguard/ Headguard

**Location:** Eau Claire Athletic Club (ECAC)

**Employment Type:** Part-time/Full-time

**Reports To:** Aquatics Manager



### ***Position Summary***

As Head Lifeguard at ECAC, you'll be a key part of our Aquatics Leadership Team, supporting daily pool operations and ensuring a safe, welcoming environment. This role combines lifeguard duties with leadership, supervision, and mentorship. You'll oversee safety on deck, assist with water quality testing and maintenance, and guide fellow lifeguards through training and support. With a focus on excellent service and teamwork, the Headguard plays a vital role in creating a positive experience for both staff and members. Ideal for experienced lifeguards ready to grow as leaders in a dynamic, community-centered facility.

### ***Key Responsibilities***

#### 1. Professionalism & Team Conduct

- Arrive on time, in full uniform, and ready to work as part of a collaborative team
- Provide primary coverage of lifeguard shifts and ensure consistent supervision of the pool
- Demonstrate initiative, accountability, and pride in daily duties and member interactions
- Support and contribute to a respectful, inclusive, and team-oriented work environment

#### 2. Swim Instruction

- Deliver engaging, inclusive swim lessons to participants of varying ages and abilities in accordance with Lifesaving Society standards
- Adapt lessons to the needs of individual participants while ensuring safety and progression
- Keep all participants in view, active, and engaged during instruction
- Maintain awareness of class ratios and pool space usage to ensure participant safety and efficiency

- Provide clear, constructive feedback to participants and communicate progress to parents or guardians as needed

### 3. Safety Supervision

- Assess pool usage and conditions to determine appropriate lifeguard coverage; adjust supervision ratios as needed to maintain a safe environment
- Provide constant, thorough supervision of assigned pool zones using approved scanning techniques
- Respond confidently and efficiently to emergencies and incidents, administering First Aid as required
- Educate patrons on pool rules, facility policies, and water safety practices
- Collaborate with the team to prevent incidents through proactive public education and support
- Follow all class management, emergency response, and safety procedures

### 4. Customer Service & Communication

- Deliver outstanding customer service and uphold ECAC's standards and policies
- Offer a professional and approachable presence while interacting with members, guests, and families
- Educate users about facility rules, health and safety protocols, and program expectations
- Utilize appropriate communication tools including radios, whistles, hand signals, and body language
- Provide clear updates and feedback to participants and their families regarding progress and safety

### 5. Facility Maintenance & Cleanliness

- Conduct regular water tests and maintain accurate records to ensure compliance with safety and health standards
- Assist with pool chemical handling and deck equipment maintenance.
- Ensure a clean and safe environment for patrons and staff in lifeguard- and instructor-specific areas such as the pool deck and instructional spaces
- Inspect and report any equipment or safety concerns to supervisors
- Follow safe work practices and support completion of daily and weekly maintenance checklists

### 6. Administrative

- Attend mandatory skills training, in-services, & meetings
- Supervise and mentor lifeguard and instructional staff, providing on-deck leadership and support
- Attend and assist with staff training sessions and professional development events.
- Complete Incident Report Forms as required
- Complete all related instructor administrative duties including; attendance, worksheets, waivers, lesson planning, report cards
- Maintain accurate documentation, including staff certifications, incident reports, and maintenance logs

#### 7. Risk Management

- Perform First Aid as required
- Maintain cleanliness and safety of the Aquatic Park
- Ensure safety of staff and patrons in Aquatic Park
- Document and report to your supervisor any incidents that occur during your shift
- Actively involved with workplace inspection and hazard assessments

### ***Qualifications & Skills***

#### Qualifications

- Required
  - Current National Lifeguard (NL) certification
  - Current Standard First Aid with CPR-C & AED
  - Current Lifesaving Society Swim Instructor and Lifesaving Society Lifesaving Instructor certifications
  - Police Information Check with Vulnerable Sector Search (within 2 months of hire)
- Assets
  - Pool Operator Level 1
  - First Aid Instructor

#### Skills

- Strong leadership, communication, and problem-solving skills
  - 1-year supervisory experience preferred
- Ability to remain calm and confident in emergency situations

- Demonstrated ability to deliver high-quality customer service
- Comfortable working independently and as part of a team
- Experience with water chemistry testing and pool operations is an asset

### ***Work Environment***

- Ability to work in a fast-paced, warm, noisy and demanding environment
- Ability to complete seasonal aquatic skills aligned with Lifesaving Society physical standards
- Ability to work with vulnerable populations and respect customer/facility confidentiality
- Ability to lift 20-25lbs and work in a daily routine of sitting, standing, walking, swimming, bending, crouching, and kneeling
- Extended periods of time in the pool and on pool deck
- Exposure to chemical used in the pool
- Exposure to cleaning supplies

### ***Compensation & Benefits***

- Compensation for this position ranges from \$22 to \$26 per hour based on experience
- Opportunity for access to ECAC facilities and programs during specified times
- Opportunities for professional development within ECAC

**Please send in your application through the careers page on the ECAC website by May 14th, 2025.**