



## POSITION DESCRIPTION

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**POSITION:** Pool lifeguard  
**Reports to:** Aquatic Centre Manager

### Key Purpose

Reporting to the Aquatic Centre Manager, the Pool Lifeguard is responsible for providing pool supervision, rescues, first aid, pool operations and contributing to a safe and clean environment at our world-class Aquatic Centre. The Pool Lifeguard is fundamental to the safety and enjoyment of our students, staff, parents and community patrons, and will work closely with members of the Aquatics Centre Team to ensure the effective day-to-day operation of our aquatic facilities is of the highest standard, in order to provide a positive and rewarding aquatic experience.

The Aquatic Centre houses an 8-lane, 25 metre heated indoor pool with a purpose-built 3.8 metre dive "bowl" (with 1 metre and 3 metre spring boards), as well as a separate 15 metre technique pool. The centre is bright and spacious with stadium style seating for 150 people, essential wheelchair access and family friendly change facilities.

Term learn-to-swim lessons are held on Monday, Wednesday and Thursday afternoons from 3:30pm until 6:30pm. Intensive Holiday Programs are also held during term breaks.

### Responsibilities and Duties

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements. You may be asked to carry out other reasonable tasks by management when necessary.

#### 1. Supervision and Lifeguarding

- Maintain vigilant oversight and active supervision of patrons/customers in the use of aquatic facilities, with a strong user focus at all times
- Ensure the swimming pools and surrounds are under constant surveillance and that patrons conduct themselves in accordance with the conditions of entry
- Provide a quick response to all incidents/situations
- First response for First Aid and patron/customer incidents
- Communicate with, and educate patrons/customers on water safety and appropriate behaviour, as required
- Maintain high level of customer service to all aquatic centre patrons.

#### 2. Maintenance and Compliance

- Undertake routine operations, use and maintenance of pool equipment
- Conduct regular pool testing, including correctional procedures as required, to ensure full compliance with Health Department regulations, and ensure the water is clear at all times
- Maintain appropriate documentation as per Health Department regulations
- Upkeep of facility cleanliness and presentation



- Carry out operational procedures as required, including application and removal of pool blankets, setting up for pool programs and events and maintenance and storage of equipment
- Ensure sound knowledge of current legislation, regulations, standards, policies and guidelines pertaining to maintenance and compliance of aquatic centre facilities
- Report any security and/or maintenance issues in a timely manner
- Identify potential risk factors and take steps to mitigate those risks
- Undertake necessary cleaning to meet COVID Workplace Health and Safety plans
- Undertake other operational and administrative tasks, as required.

### **3. Relationships**

This position will build relationships with the following:

- Learn to Swim Coordinator
- Swim Instructors and Coaches
- Diving Coaches
- Head of Sport
- Head of PE
- Junior School PE staff
- Students
- Teachers
- Parents
- Community patrons

## **Qualifications and Relevant Experience**

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### **Essential**

- Pool lifeguard Certificate
- CPR (HTLAID001)
- Provide First Aid (HLTAID003)
- Current WWCC (E)

### **Desirable**

- AUSTSWIM – teacher of swimming and water safety (or equivalent)

## **Characteristics, Qualities and Skills**

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- Commitment to student wellbeing
- Highly organised and flexible, with the ability to prioritise workload, manage multiple tasks and be proactive
- Effective interpersonal skills - the ability to maintain positive relationships with swimmers, students, parents and fellow staff members
- A warm and friendly disposition, with a tactful and diplomatic approach
- High standard of personal presentation
- Ability to adapt and operate effectively in a demanding and an evolving environment
- Committed to the WAVES priorities of Wellbeing, Achievement, positive Values, Enterprising nature and Success of students and staff at Mentone Girls' Grammar.



## **Child Safe**

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Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements.
- A child safe policy which states a commitment to child safety.
- A code of conduct that establishes clear expectations for appropriate behaviour with children.
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Processes for responding to and reporting suspected child abuse.
- Strategies to identify and reduce or remove risks of child abuse.
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

## **Risk Management and Work, Health and Safety**

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### **General Responsibilities**

- Proactively identify and manage any risks.
- Ensure compliance with all relevant Acts, Regulations and Codes of Practice.
- Carrying out duties in a manner which does not adversely affect own health and safety or that of others.
- Cooperate with measures introduced in the interests of workplace health and safety.
- Ensure compliance with school standards and policies.
- Participate in the School's Health and Safety activities and undertake any training provided in relation to WH&S.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Work harmoniously with other employees with due regard to their rights, and School requirements.
- Immediately report all matters which may affect workplace health and safety to your Direct Manager.

All employees are responsible for their own safety, behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.



### **Employment Conditions**

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|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Nominal Hours of Work</b> | Casual hours ( <i>This role may involve early mornings and late afternoon hours, Monday – Saturday</i> ).                                                                                                      |
| <b>FTE</b>                   | Casual<br>Hours are flexible as there is regular contact with the general public and attendance at some evening and weekend functions may be required.                                                         |
| <b>Award Classification</b>  | Level 4, Instructional Services, Grade 3<br><i>Conditions of employment as per Educational Services (Schools) General Staff Award 2010.</i>                                                                    |
| <b>Physical Capabilities</b> | Must have reasonable level of swimming and fitness to perform rescues. Able to work for extended periods in a standing position (in and out of the pool), walking, talking, listening, steps/stairs, carrying. |
| <b>Other Conditions</b>      | Pool Lifeguards must be familiar with the rules and regulations of the Aquatic Centre. Working mornings, holidays, evenings and weekends are common for Pool Lifeguards.                                       |

**Date Prepared:** February 2022