



ST. BRIGID'S
COLLEGE

POSITION DESCRIPTION CASUAL LIFEGUARD

POSITION TITLE: Casual Lifeguard
LEVEL: Agreed
HOURS: Casual basis, as required

ORGANISATIONAL RELATIONSHIPS

Position reports to: Indoor Pool and Fitness Centre Coordinator

POSITION OBJECTIVES

- Maintain order and control to ensure the safety and wellbeing of pool patrons by ensuring that all Pool policies and procedures are complied with.
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POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____
Carmen Cox DATE

Signature: _____
Employee DATE



CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.

KEY DUTIES / RESPONSIBILITIES

Duties

- Maintain order and control ensuring the safe and proper use of facilities in accordance with the College Policies and Procedures.
- Administer first aid and resuscitation when necessary.
- Ensure the effective maintenance and cleaning of all facilities is carried out.
- Help promote the image of the College Indoor Pool and Fitness centre.
- Install and remove equipment as advised by the Coordinator.
- Ensure all reported hazards are eliminated as soon as possible and/or securely guarded and patrons advised of their existence.
- Report any perceived health or safety risk or necessary repairs to premises, plant or equipment are reported to the Coordinator in writing.
- Ability to work independently with small groups of children and/or adults.
- Develop professional relationships with students, carers and user groups.
- Maintain currency of qualifications relevant to the position and provide all current to the Human Resource Officer.
- Understand and participate in safety and emergency procedures.
- Other duties as outlined by the Indoor Pool and Fitness Coordinator

Interpersonal Skills

- Maintain open and effective communication with all community members.
- Behaviour management in accordance to the College Behaviour management policies.
- Act as a role model

Qualifications and Experience

Essential:

- Current Lifeguard Certificate (First Aid, Emergency care, Administer oxygen in an emergency situation, perform basic water rescues, supervise clients in aquatic locations, perform advanced water rescues)
- Bronze Medallion
- Working With Children
- Department of Education Nationally Coordinated Criminal History Check

Desirable:

- Previous experience in the aquatics industry



Key Results Areas:

Behavioural Descriptors:

- Act as a role model, setting examples in language, grooming, hygiene and integrity.
- Demonstrates warmth and compassion, while also being assertive when dealing with standards of behaviour.
- Communicates effectively through face to face interactions with students, colleagues and guardians.
- Demonstrates an understanding of the St Brigid's College Vision and Values by implementing appropriate pastoral support for boarding students.
- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake tasks with confidentiality, accuracy, professional competency and within prescribed deadlines.
- Maintain confidentiality at all times.
- Maintain professional relationships at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

Experience:

- Ability to maintain confidentiality of records and information.
- Ability to maintain both paper-based and electronic records and filing systems.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Ability to work effectively in a busy environment.
- Ability to cultivate productive working relationships in a small team environment.
- Strongly developed interpersonal and communication skills, including well developed listening skills.
- Understanding of risk management principles.
- Understanding of the principles of Equal Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.
