



MUNICIPALITY OF  
**South Bruce**

## **Aquatic Head Guard**

The Municipality of South Bruce is seeking to fill 2 positions for our Aquatic program in the role of Head Guard. To assist in providing direction and supervision as required to pool staff. This position will also support in maintaining a safe and healthy environment for all patrons. Promoting fun and enjoyable programs at the pool that will ensure an enjoyable summer.

Hours of work are a maximum of 40 hours per week. Hours may vary. Monday – Friday 8:00am - 5:30pm for the months of July and August 2024. These positions are for the Teeswater and Mildmay locations.

Interested candidates are invited to apply by submitting their resume with cover letter by **12:00pm Noon on February 20, 2026**, to:

Municipality of South Bruce  
Attn: Laura Kennedy  
21 Gordon St E. PO Box 540  
Teeswater, Ontario N0G 2S0  
Email: [lkennedy@southbruce.ca](mailto:lkennedy@southbruce.ca)

*We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.*



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## POSITION DESCRIPTION

POSITION TITLE:	<b>Head Guard</b>	
DEPARTMENT:	Recreation	SALARY GROUP: Casual Wage Grid
GENERAL SUPERVISOR:	Pool Supervisor	Pool Programs
POSITIONS SUPERVISED:	Instructor Guards	

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### POSITION SUMMARY:

To assist in providing direction and supervision as required to employees. To assist Pool Supervisor to ensure a safe and healthy environment is maintained for all patrons. To assist in promoting programs at the pool that will ensure a fun and enjoyable summer. Responsibilities are performed in accordance with departmental policies and procedures.

### PRINCIPAL RESPONSIBILITIES:

- 1) Must be at the pool ready to begin your shift 15 minutes before the pool opens wearing proper Aquatic uniform (pinny, bathing suit, whistle, fanny pack and hat). Street clothes are not permitted to be worn during your shift.
  - a. Ref: R.R.O. 1990, Reg. 565, s. 17 (5). Lifeguards and assistant lifeguards shall be so attired that they are readily identifiable.
- 2) Be knowledgeable of and prepared to assume the daily operational duties of the Pool Supervisor when required.
- 3) Assist the Pool Supervisor with the safe and efficient operation of the aquatic facility and all swimming programs.
- 4) Support the Pool Supervisor with the supervision, coordination, and execution of assigned duties and responsibilities.
- 5) Attend and actively participate in staff meetings, staff training and perform all skills at the N.L. standard.
  - a. Assist the supervisor in planning and implementing weekly staff trainings
- 6) Responsible for the following pool maintenance:
  - a. Backwashing
  - b. Adding pool chemicals
  - c. Filter pressure, Chem-trol and gauge readings
  - d. Adding make-up water
  - e. Preparing pumps for vacuum

- f. Filling acid bins
- 7) Instruct and prepare lesson/program plans for approved Lifesaving Society Swim for Life programs and other swimming programs including Aquafit, Personal Best Swim Team, special theme days, special events (Canada Day, Longest Day of Play, etc.) and other programming as required.
  - a. All lifeguards are required to be in the water when instructing or assisting swimming lessons.
  - b. Prepare mid-session and progress report cards for all swimming lesson participants.
- 8) Instruct and educate all users of the pool concerning the Admission Policy and "Rules of the Pool" and ensure of their observance.
- 9) Responsible for completing and overseeing the maintenance and cleanliness of the pool deck, pool tank, change rooms, office, all washrooms, bulletin boards, all related equipment and adjacent areas of the pool as assigned by the Supervisor.
  - a. Changeroom and washroom checks are to be completed at the end of each guard rotation, prior to coming back to the guard office.
  - b. Is responsible for deck clean up at the end of each shift.
- 10) Administer First Aid/CPR and Aquatic First Aid and follow emergency/safety procedures when necessary.
- 11) Prepare and maintain adequate records including:
  - Progress reports
  - Test sheets– to include list of students and levels achieved
  - Lesson plans
  - Attendance
  - Accident reports
  - Incident reports
  - Daily Cash Sheets
  - Pool Records Log Book
  - Maintenance Checklist
  - Daily Opening/Closing Checklist
  - Other forms as required
- 12) Ensure all qualifications remain current
- 13) Assist and record results from water chemical testing, water temperature, pump room checks, and be aware of pool condition and pool tank.
  - a. Ensure that chemical tests are complete every two hours and 30 minutes prior to pool opening.
- 14) Assists and directs staff in the daily opening/closing procedures for the pool, ensuring the building is secured while unattended.
  - a. Submit daily cash sheets at the end of each day to the Municipal Administration Office
- 15) Maintain safety procedures and standards according to all health and safety regulations and report any concerns regarding safety to the Pool

Supervisor.

- 16) Lead and respond effectively to all emergency situations in the pool area and be thoroughly familiar with emergency procedures.
- 17) Maintain a good public image and promote good public relations at all times. Work cooperatively with your supervisor and fellow workers as a team committed to providing an enjoyable swimming season.
- 18) Assist in the seasonal opening and closing of the pools, including but not limited to:
  - a. pressure washing
  - b. painting
  - c. cleaning tarps/waterbags
- 19) Assists the Pool Supervisor in preparing a year end report for the Recreation Programmer and Recreation and Facilities Manager.
  - a. Present any problems or concerns that may arise as well as recommendations for future programming or facility needs.
- 20) Assist with other related duties as directed by the Pool Supervisor or the Recreation and Facilities Manager.

**QUALIFICATIONS (REQUIRED):**

- Must have previous experience working in an Aquatic setting, South Bruce Pools preferred
- Must hold current certifications in the following:
  - National Lifeguard (NL) Award (Lifesaving Society)
  - Lifesaving Society Swim Instructor certification
  - Standard First Aid & CPR-C with AED certificate
- HighFive Principles of Healthy Child Development
- Current Vulnerable Sector Check
- Flexibility regarding assigned hours of work, including early mornings, days, evenings and weekends
- Basic knowledge of pool operations and maintenance, Pool Health Regulations (Regulation 565)

**QUALIFICATION (RECOMMENDED)**

- Lifesaving Instructor Certificate
- Aquatic Supervisor Certificate

**CONDITIONS OF EMPLOYMENT:** To be able to handle the stress of dealing with the public and children. Hours of work are for the summer months only and vary depending on the program(s). The program is run outdoors, and the weather may contribute to the condition of your employment. All lifeguards are subject to a Vulnerable Sector check at your own expense. To attend all training sessions as required by the Municipality. Wear all required personal protective equipment (PPE) as required when handling chemicals.