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<b>POSITION TITLE:</b>	Team Lead
<b>REVISION DATE:</b>	May 3, 2021
<b>REPORTS TO:</b>	Aquatics Supervisor and/or Aquatics Coordinator
<b>POSITION SUMMARY:</b>	To oversee Recreational Swims, Instructional and Recreational Programs at the East Hants Aquatic Centre.

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TASK NO.	DESCRIPTION
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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.*

## JOB DUTIES & RESPONSIBILITIES

### A. Instructional Duties

1. To ensure classes are taught in a safe and professional manner.
2. To check long-term, short-term lesson plans and worksheets of instructors on a regular basis.
3. To provide lifeguards and instructors with continuous evaluations and suggestions for ongoing improvement.
4. To deal with patrons concerns and complaints in a positive and productive manner.

### B. Operational Duties

1. To provide lifeguards with continuous evaluations and suggestions for ongoing improvement.
2. To deal with patrons concerns and complaints in a positive and productive manner.
3. To liaise with Aquatics Supervisor regarding staff concerns.
4. To report any incidents with staff or patrons to Aquatics Supervisor.
5. To ensure water chemistry tests are carried out regularly.
6. To assist with other related duties as assigned by Aquatics Supervisor.
7. To attend regularly scheduled meetings.
8. To carry out opening and closing procedures and complete tasks as specified in the East Hants Aquatic Employee Handbook and East Hants Aquatic Safety Plan.
9. To carry out emergency procedures as required.
10. To lifeguard when required.

### C. Public Relation Duties

1. To be knowledgeable of, and promote aquatic opportunities within, the East Hants Aquatic Centre.
2. Provide Public Education to the patrons.
3. To deal with patrons concerns and complaints in a positive and productive manner.

### D. Office Duties

1. Keep daily records i.e.: Population, log book.

2. Ensure pool office is kept neat and tidy.
3. To answer incoming calls in a polite and courteous manner and provide quality service to callers.

**E. Other**

1. To attend regularly scheduled in-services.
2. To maintain current qualifications and participate in ongoing professional development.
3. To abide by all policies and procedures stated in the East Hants Aquatic Safety plan and East Hants Aquatic Centre Staff Handbook.
4. To report any damage, or irregularities to the Aquatics Supervisor.
5. To ensure that water chemistry tests are carried out regularly.
6. To be responsible to lead and complete cleaning up any fouling in the pool.
7. May be responsible to add chemical to the pools.
8. Ensure the facility cleanliness standards are met.
9. To carry out opening and closing procedures and complete tasks as specified in the East Hants aquatic Employee Handbook and East Hants Aquatic Safety plan.
10. To assist with other duties as assigned by the Aquatics Supervisor or Aquatic Coordinator.

## REQUIRED QUALIFICATIONS

Lifesaving Society National Lifeguard Service (Pool option), Swim for Life Instructor, Standard First Aid with CPR “C”, Lifesaving instructor and examiner certification an asset; two years lifeguarding, or related experience required.

*I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.*

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>