



POSITION DESCRIPTION

TITLE	SEASONAL LIFEGUARDS
LOCATION	CHEWTON SWIMMING POOL
REPORTS TO	POOL OPERATIONS MANAGER
EMPLOYMENT PERIOD	November 2024 – March 2025
CONDITIONS	CASUAL POSITION, SEASONAL, over approximately 19 weeks
REMUNERATION	AMUSEMENT, EVENTS AND RECREATION AWARD 2020, (MA000080), GRADE 3
DOCUMENT DATE	September 2024
APPLICATION DUE	20 October 2024

POSITION

Chewton Pool Inc. is a community association that owns and operates the Chewton Swimming Pool. The Pool opens at the end of November and closes in mid-March and operates 7 days a week. We require both senior (18 and over) and junior (16–18-year-olds) lifeguards to staff the pool during the entire opening season.

Every rostered shift is paid as a three-hour minimum shift. All juniors will be supervised by a senior lifeguard. On average, there are 14 shifts per week, and most lifeguards are rostered for 3 or 4 shifts, or whatever they are available to do. There are extra shifts on days when swim school is operating or there are special events and bookings.

The seasonal lifeguards will provide professional supervision of the pool and ensure the highest standard of public supervision and safety is guaranteed. Lifeguards are to liaise and communicate in a positive manner with the pool users, volunteers, Committee of Management, and other staff. Lifeguards are responsible for providing surveillance, advice, supervision, safety, first aid and rescue for pool patrons.

The primary role of the Lifeguard is to be proactive and ensure the prevention of drowning, accidents and unsafe practices. Lifeguards are also responsible for ensuring pool patrons obey Chewton Pool rules and behave in a safe and acceptable manner, that parents supervise children adequately, that water quality and monitoring is carried out and that the pool is operating safely at all times. Lifeguards perform a range of operational tasks including general maintenance, tidying, cleaning as directed by the Pool Operations Manager.

RESPONSIBILITIES AND DUTIES

- Ensure that proactive surveillance and supervision are carried out in the most efficient, appropriate and proactive manner in accordance with Life Saving Victoria Guidelines for Safe Pool Operations (GSPO) and Chewton Pool policy.
- Ensure that the safety of pool users and the community is maintained at all times and that emergency response procedures, including first aid and rescue functions, are implemented in line with the GSPOs and the Chewton Pool Emergency and Medical Incident Plans.
- Ensure that rescue equipment is placed in an appropriate location at shift commencement and is maintained in working order at all times.
- Ensure that Personal Protective Equipment and pool uniform is in good condition at the start of each shift and is returned to the Pool at the end of the season in good condition.
- Identify hazards and risks that might compromise the safety of the pool users, staff and community and report to Pool Operations Manager immediately.
- Maintain the cleanliness and hygiene of the facility and ensure daily cleaning and maintenance is undertaken at beginning and end of shift.
- Lifeguards must always work as a team and display cooperation and willingness to assist pool users and maintain a positive attitude that promotes confidence in pool users.

- Implement and maintain standards of safety and behaviour of pool users and act to improve these in a positive manner with clear communication of Chewton Pool rules and expected standards of behaviour.
- Attend all training, induction, team meetings and refresher courses in order to be fully qualified at all times. This includes monthly on-site training.
- Complete in an accurate and timely manner all reports including timesheets, medical or other incidents and Pool records.
- Test and record Pool water quality and maintain records accurately and report any issues to the Pool Plant Technician in a timely manner.
- Senior Lifeguards will be responsible for the supervision and assistance of Junior Lifeguards working on their rostered shifts.

SELECTION CRITERIA

For Junior Lifeguards, (aged 16-18) Chewton Pool Inc is willing to provide training to achieve a Pool Lifeguard Qualification and Level 2 First Aid certificate. In return, Chewton Pool requires a guarantee that you will work weekly shifts at Chewton Pool for the entire season. For senior lifeguards, the provision of training will be contingent on the amount of shifts you are available to work for the Pool over the entire season. Ideally, we would like seniors to already have qualifications and experience, but we are happy to discuss this at the interview. We will cover the costs of First Aid updates for senior lifeguards.

ESSENTIAL

- Pool lifeguard Qualification (including CPR and use of a defibrillator qualification)
- Level 2 First aid certificate
- Current Working with Children Check
- Reliable, organised, and able to carry out the essential requirements of pool supervision
- Good communication skills and a friendly, cooperative manner.
- Ability to provide assistance and communicate with a wide range of pool users and other staff
- Ability to work within a team and provide supervision of pool users and other Lifeguards

TERMS

- Lifeguards will be engaged as a seasonal casual employee under the Amusement, Events and Recreation Award 2020.
- Lifeguards are welcome to join their relevant union.
- Formal pool opening hours are 3-7pm Monday to Friday and 2-7 on Saturday and Sunday. In addition is early morning lap swimming, Aquadux (Seniors), Aqua Aerobics, School bookings and special events.
- Pay is based on an hourly rate and ranges from \$14-\$35 for 16-year-olds, and \$32-\$70 for adults. The rate of pay is scaled according to the age of the lifeguard and whether you are working weekends or midweek.
- There is no provision for overtime, but lifeguards can do as many shifts as they are willing or able to do.
- The position is based in Chewton with contact at the Pool required throughout the season.
- Lifeguards must attend all rostered shifts and if unable to attend must contact the Manager in a timely manner. Communication with management staff is via both messaging and WhatsApp.
- This position description describes the general nature and level of work to be performed by the appointee and is not intended to be an exhaustive list of all responsibilities, duties and skills required. The Chewton Pool COM reserves the right to amend this position description at any time.

APPLICATION

- Please submit a written letter addressing the position description and selection criteria along with a copy of your resume listing two contactable references.
- Email to Chewton Pool Inc, Committee of Management - chewtonpooloperations@gmail.com
- Applications close 20 October 2024