

CASUAL LIFE GUARD

POSITION DESCRIPTION



SHIRE of
WYNDHAM
EAST KIMBERLEY



CASUAL LIFEGUARD

Position Summary

Reports to:	Kununurra Leisure Centre Coordinator
Department:	Planning and Community Development
Review Date:	March 2023
Number and Title:	Casual Lifeguard
Classification:	Level 3
Position Location:	Kununurra Leisure Centre (115 Coolibah Drive, Kununurra)
Supervises:	Nil
Internal Liaison:	Kununurra Leisure Centre Staff Wyndham Pool Staff Coordinator Recreation and Leisure Manager Community Development
External Liaison:	Kununurra Leisure Centre Customers Residents, Ratepayers and General Public
Extent of Authority:	Works within the confines of standards and procedures under the supervision of the Kununurra Leisure Centre Coordinator.

Our Vision

To be a thriving community with opportunities for all

Our Shared Values

Communication – We communicate openly with each other and our community

Safety – We are focused on the health and wellbeing of our colleagues and community

Teamwork – We work collaboratively to achieve shared goals

Accountability – We take responsibility for our actions and behaviours

Respect – We are respectful of people, ideas, culture and environment

Position Purpose

This role is responsible for assisting in providing supervision to all patrons within the Kununurra Leisure Centre Swimming Pool and Kununurra Splash Park, to ensure a safe and enjoyable environment.

The role will also focus on ensuring that the facilities are well maintained, clean, tidy and aesthetically pleasing to all users of the aquatic facilities.

Key Selection Criteria

Essential:

- Demonstrated understanding of aquatic industry guidelines;
- Well-developed water rescue and resuscitation skills;
- Ability to perform deep and shallow water rescues;
- Ability to demonstrate strong communication skills;
- Demonstrated ability to work within a team environment and support other team members;
- Demonstrated customer service skills and experience;
- 1 years' experience in a similar role; and
- Demonstrated knowledge or understanding of 'Links' and other basic computer programs.

Qualifications and Licenses / Vaccinations:

- Current HLTAID011 – Provide First Aid Certificate;
- Royal Life Saving WA Pool Lifeguard qualifications or equivalent documentation approved by Royal Life Saving WA;
- Current resuscitation qualification;
- Current Hepatitis A, Hepatitis B and ADT (Tetanus, Diphtheria and Whooping Cough) vaccinations (or ability and willingness to obtain); and
- Current WA Working with Children Check (or ability to obtain).

Desirable:

- WA Pool Operations Certificate; and
- Learn to swim qualification/s.

Key Responsibilities

The Casual Lifeguard is primarily responsible for:

- Supervising all water bodies and applying lifeguard, first aid and emergency assistance where necessary;
- Monitoring the behaviour of patrons and following adopted procedures for addressing any inappropriate behaviour;
- Providing a high level of customer service to all patrons at the Centre;
- Providing appropriate information to customers on Centre programs and services;
- Maintaining the presentation and cleanliness of the Centre to the highest possible standard by assisting with cleaning of the pools, grounds, change rooms and other areas as required;
- Carrying out administration tasks as required;
- Perform other reasonable duties as directed by the Kununurra Leisure Centre Coordinator and/or line management within known skills, knowledge and capabilities.

Compliance:

- Ensuring compliance with the *State Records Act 2000* by making sure corporate documents are recorded in the Shire's Record Management System;
- Ensure compliance with all other relevant legislation; standards and regulations to minimise risk and enhance the Shire's Brand reputation
- Demonstrate the highest standards of honesty and integrity and carry out duties in accordance with the Shire's Code of Conduct, policies, organisation directives and procedures.

Workplace Health and Safety:

- Create a safe work environment for self and colleagues by reporting any concerns that may compromise the Shire's duty of care;
- Carry out duties in accordance with Work Health and Safety Policy, organisational directives, procedures and guidelines;
- Follow safe and appropriate operation of equipment and vehicles;
- Report any concerns that may compromise the Shire's duty of care;
- Fulfilling duty of care requirements at all times as legislated by taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions; and
- Complete safety observations and ensure that any hazards, near misses and injuries are reported immediately and closed out in a timely manner.

Teamwork and Contribution:

- Work collaboratively with co-workers, actively contributing to the Shire vision and values;
- Raise issues with a 'solution focus' framework and contribute to a positive working environment;

- Build professional relationships with stakeholders at every level of the Shire;
- Actively display the values of the Shire in every interaction;
- Attend and participate in staff/team meetings and workshops as required;
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)



Contact Us

- +61 08 9168 4100
- mail@swek.wa.gov.au
- www.swek.wa.gov.au
- PO Box 614 Kununurra WA 6743
- @ShireofWyndhamEastKimberley

Kununurra

20 Coolibah Drive
Kununurra WA 6743

Wyndham

Koolama Street
Wyndham WA 6740

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