



## **Ottawa Tennis Club Job Description**

**Position:** *Head Lifeguard*

**Reports To:** Executive Director

**Remuneration:** \$22.00 (plus 4% vacation pay)

**Contract:** Seasonal Full Time, 35 hours (May 31 to September 7, 2026)

Causal hours Up to 24 hours/week (May 4 to May 30, September 8 to 28)

### **Job Summary:**

The head lifeguard will oversee and schedule the lifeguard team, manage aquatic programming, and ensure the safety and well-being of all members/guest at our aquatic facility. The Head Lifeguard will play a crucial role in maintaining a secure and enjoyable environment for our members and community of all ages. The Ideal candidate is a team player, reliable, responsible, and has a “Can-Do” attitude.

### **Responsibilities**

- Create and implement a Lifeguard training plan
- Schedule and Manager lifeguards for the summer, ensure all operating hours are covered
- Responsible for all OTC pool safety, activities and programming, including management of the camp swim
- Design, plan, and implement engaging in pool programs activities and events
- Perform administrative tasks to support the program (site checks, program paperwork, incident reports, pre-camp phone calls, staff meetings, and parent and participant feedback).
- Maintain all pool equipment and keep an accurate inventory throughout the summer. Communicate replacement/ordering needs to management
- Ensure the pool chemistry is recorded promptly and maintained
- Provide leadership and guidance to maintain a positive and effective working environment.
- Conduct regular staff meetings and provide feedback to ensure high performance levels.
- Ensure staff adheres to club policies, safety guidelines, and code of conduct.
- Monitor pool behaviour and mediate any conflicts that arise.
- Foster positive relationships with parents and youth to promote pool engagement.
- Liaison with management regarding pool budget, ensuring effective use of resources for supplies, equipment, and activities.

### **Qualifications**

- Must be at least 18 years of age at the time of hire
- National Lifeguard Service certification, Standard first aid, and CPR level C
- Swim Instructor certificate (asset)

- A minimum of three (3) years of lifeguarding experience, with at least one (1) year in a supervisory capacity as an asset.
- Valid Vulnerable Sector Check
- Detail-oriented and very well organized.
- Demonstrates good judgment, discretion, and diplomacy skills.
- Ability to work independently and in a team environment

## **OTLBC VALUES**

**Respect** – OTLBC believes that its members, staff and volunteers should treat each other respect and courtesy and can expect to be treated by others in this same manner. This means refraining from using coarse language, raised voices, making personal attacks on the individual or using any physical or verbal means of intimidation. ***You can disagree without being disagreeable.***

**Sportsmanship** – OTLBC members, staff and volunteers believe in fair play both in recreational, competitive and social activities at the club. This means abiding by the club policies and court booking rules (not double booking or trying to find a way around the booking rules to extend your play while others are waiting their turn), not cheating and giving your opponent the benefit of the doubt during play and competition.

**Honesty & Integrity** – OTLBC staff, membership and its volunteers commit to being honest, accountable and transparent in their conduct. This means individuals refrain from playing regularly until their membership is fully paid, members and staff openly discuss and share feedback in a constructive manner focusing on how things can be improved rather than trying to lay blame.

**Fun** – OTLBC believes in fostering an environment where sport, leisure and social activities are fun, positive and lead to sense of wellbeing and self-confidence. This means that staff, volunteers and members are acknowledged for keeping it light and fun while appreciating and celebrating each other's participation in the club's social life.

**Volunteerism** – OTLBC promotes and encourages volunteerism as it foster's a sense of pride among members and increases their engagement in the club. It also strengthens the capacity of the club to provide more services while providing volunteers with an opportunity to develop and contribute. This means that members contribute voluntarily where they can without promise of any personal gain and staff and management support these volunteer efforts to the best of their ability and being mindful of other club activities/events that may cause conflict.

**Inclusiveness** – OTLBC staff, volunteers and members share a common desire to create a welcoming and inclusive environment where people can enjoy the facilities, participate in events, and develop meaningful relationships. This means that members, staff and management encourage participation in all events and activities, engage with other members (especially new ones) and offer support or assistance to those who need it. ***"Inclusion is a process of identifying, understanding and breaking down barriers to participation and belonging."***