

POSITION DESCRIPTION: ASALC Lifeguard Coordinator

Position title	ASALC Lifeguard Coordinator
Remuneration	Level 5 (Municipal Officer) ASTC EA
Position number	ASALC012
Responsible to	Manager ASALC
Position status	Permanent, full-time
Position description approved	Date:

Primary Objective

Located at the Alice Springs Aquatic Leisure Centre (ASALC) and within the Community Development Directorate. The position is responsible for the development, coordination and supervision of Senior Lifeguard and Lifeguards and related activities at ASALC. Demonstrate a socially inclusive community focus by providing effective, efficient customer service to the Alice Springs community.

Key Responsibilities

- Provide leadership, mentoring, professional development to Senior Lifeguard and Lifeguards.
- Work with Royal Life Saving Society and other training organisations to ensure lifeguards are trained in line with legislative requirements.
- Coordinate the building a professional Lifeguard team, oversee succession planning and ensure staffing levels are adequate.
- Coordinate the appropriate application of RLSSA Guidelines and ensure that Standard Operating Procedures (SOPs) are regularly reviewed and updated.
- Provide direct supervision of facility users in accordance with Royal Life Saving guidelines, including coordination of evacuation and rescue drills.
- Contribute to the tracking of bookings to ensure correct supervision ratios as per GSPO guidelines.
- Organise work roster for Senior Lifeguard and Lifeguards.
- Educate facility patrons about safe aquatic practices in a friendly and professional manner.
- Respond effectively to user issues and emergencies and provide first aid as required.
- Ensure moderately complex records and reports of are completed in a timely manner and in accordance with policy.
- Re-stock first aid, cleaning, safety equipment and chemical supplies. Ensure all Lifeguard equipment including inflatables, rescue and first aid equipment is maintained and in working order.
- Liaise with Pool Operations team, assist in conducting pool water quality testing to ensure full compliance with industry standards. Reporting any issues to management in a timely manner.
- Coordinate with the cleaners to ensure all aquatic equipment and facility areas including toilets are kept clean and safe. Advise management of operational, repair and maintenance issues.

- Periodically check radios and related equipment, act as Chief Warden in an emergency situation as required.
- Uphold organisational values and behave according to Council's Code of Conduct, including treating other employees and the general public with respect.
- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Delegations

Nil

Supervisory Responsibilities

- Safety oversight – responsible for all staff and clients, may direct others as required.
- Senior Lifeguard and Lifeguards. Responsible for all staff and clients from
- Liaise with Pool Operation staff to ensure facility is safe, clean and hygienic.
- Liaise with Programs team to ensure space allocation is correctly applied and redirect as necessary.

Special Requirements

- Opening and closing facility as required.
- After hours and weekend work paid as per ASTC EA.

Qualifications

- Royal Life Saving Pool Lifeguard certificate.
- Current Provide First Aid and CPR (minimum).
- Fire Warden and Evacuation certificate or ability to complete.
- Working with Children Clearance (Ochre card).

Selection Criteria

Essential

1. Demonstrated ability to provide leadership, mentor and train a team of Lifeguards including effectively organising the work team roster.
2. Excellent interpersonal skills, able to effectively educate facility users regarding aquatic safety and facility regulations in a polite and friendly manner.
3. Ability to interpret the needs of facility users and interact with them in a friendly, caring and respectful manner.
4. Ability to provide effective supervision of facility patrons, ensuring supervision ratios are maintained and respond effectively to customer needs, ensuring a safe aquatic environment.
5. Ability to work flexible hours including early mornings, evenings and weekends.



6. Royal Life Saving Pool Lifeguard certificate.
7. Current Provide First Aid and CPR (minimum).
8. Fire Warden and Evacuation certificate or ability to complete.
9. Working with Children Clearance (Ochre card).

Desirable

1. Pool Operations certificate.
2. Experience and ability to work in a cross-cultural environment.

Employees Name: _____

Employee Signature: _____

Date _____