



## **Lifeguard/Swimming Pool Assistant**

**We're looking for outstanding talent to join our swimming pool team**

- Are you a competent swimmer or do you hold a recognised lifeguard qualification?
- Are you committed to providing excellent customer service to your community?

If so, we would love to hear from you!

We have a part-time permanent position at our Balclutha Pool. You need to be 16 years or over. If you don't hold a lifeguard qualification and a first aid qualification, we will provide paid training for you to get them. While you're being trained, you'll be designated as a Swimming Pool Assistant.

**The selection process will include a swim test**

***To pass, you'll need to demonstrate you can swim 200 metres in under 6 minutes, under the following conditions:***

- Togs or any choice of clothing are acceptable and goggles may be worn
- Any entry is acceptable
- Any stroke, or mixture of strokes, can be used
- Swimming or flotation devices must not be used

***Wearing t-shirt and shorts or pool lifeguard uniform, you'll need to show that you can:***

- Swim 50 metres breaststroke
- Swim 25 metres sidestroke
- Tread water for 5 minutes
- Retrieve an object from the bottom of the deepest part of the pool

*We will be assessing applications as they are received, so apply now!*



# CLUTHA DISTRICT COUNCIL

## VACANCY DETAILS

<b>For confidential enquiries</b>	Please contact Holly Ramsay, ph 0272 935 620 or email <a href="mailto:holly.ramsay@cluthadc.govt.nz">holly.ramsay@cluthadc.govt.nz</a>
<b>Vacancy closes</b>	Friday 15 <sup>th</sup> March 2024
<b>Remuneration</b>	<b><i>From \$23.65 to \$25.23 per hour</i></b> – dependent on experience and relevant qualifications
<b>To apply</b>	Go to <a href="https://cluthadc.recruitmenthub.co.nz/">https://cluthadc.recruitmenthub.co.nz/</a> where you can complete an application form and upload your CV and covering letter. Or you can send a hardcopy to: Vacancy, Clutha District Council, PO Box 25, Balclutha 9240  Please go to <a href="http://www.cluthadc.govt.nz">www.cluthadc.govt.nz</a> for information about the Clutha District and this council.
<b>Privacy Act Provisions</b>	The information you provide on your application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment with the Council, and to meet Council's information requirements as a potential employer. You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.
<b>Vulnerable Children's Act 2014</b>	Under the Vulnerable Children's Act 2014, paid people who work with children and are identified as Core Workers, are required to be safety checked, and to have these checks updated every three years. This position is designated as a Core Worker.
<b>Vacancy Process</b>	<ul style="list-style-type: none"><li>• All applications will be acknowledged to the email address provided in your application.</li><li>• After the closing date, relevant staff will shortlist the applicants for the interview process.</li><li>• We really like to read your cover letter - an incomplete application is less likely to lead to success.</li><li>• Those applicants selected for interview will be contacted by us to arrange a date/time.</li><li>• If you are selected for an interview, be prepared to sign a police vetting form authorizing the Clutha District Council to seek a police report on you.</li><li>• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.</li><li>• <b>All applicants <u>must</u> currently be legally entitled to work in New Zealand.</b></li></ul>

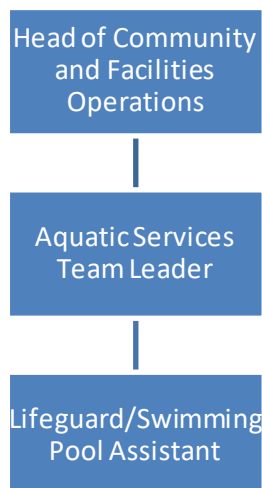


# CLUTHA DISTRICT COUNCIL

## Job Description

<b>Job Title</b>	<b>Lifeguard/Swimming Pool Assistant</b>
<b>Date</b>	February 2024
<b>M Files</b>	885209
<b>Department</b>	Community and Facilities Operations Department
<b>Location</b>	Based at Balclutha Centennial Pool, Centennial Ave, Balclutha with work at the Clutha District Council swimming pool at Milton as required during its opening season.
<b>Employment Period</b>	Permanent
<b>Hours of Work</b>	Part-Time
	<p>Generally, normal work hours shall be 2 weekend shifts as rostered per fortnight between 4 – 7.5 hours per shift worked on one Saturday and one Sunday every second weekend (typically one weekend every fortnight). Weekend hours can vary at times according to pool bookings for events such as swim meets.</p> <p>There may also be additional casual work on an ‘as required’ basis, within normal opening hours of the swimming pools, according to the rosters prepared by the Aquatic Services Team Leader. Normal opening hours fall between the hours of 5.30am and 9.30pm, Monday to Sunday both days inclusive. Shifts can vary at times according to pool bookings, public holidays, leave, training etc.</p>
<b>Responsible to</b>	Aquatic Services Team Leader
<b>Responsible for</b>	No staff report to this position
<b>Job Summary and Purpose</b>	<p>To be responsible for the safe and professional operation of the Milton and Balclutha pools in accordance with the pool’s operational procedures.</p> <p>Be part of the Community and Facilities Operations team providing customer focused services in accordance with the Long Term Plan, Council Policy and Activity Management Plans.</p>

### ORGANISATIONAL CONTEXT





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## KEY RESULT AREAS

- the safe and professional operation of swimming pools:
- undertake a range of duties including pool supervision,
- reception duties,
- assisting with swimming lessons and aquasize classes,
- cleaning and daily water treatment tests, all in accordance with the pool's operating procedures.

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA - General</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>• To offer friendly, courteous, people orientated service in an efficient manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Customers are satisfied with the manner of service received.</li> </ul>
<ul style="list-style-type: none"> <li>• Promote the services and activities of the Balclutha and Milton pools at every opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>• The swimming pools have a high profile within the community and their role is clearly defined.</li> </ul>
<ul style="list-style-type: none"> <li>• Supervise pool sessions and other activities in accordance with the centre's Normal Operating Procedures (NOP's) and Emergency Action Plans (EAP's).</li> </ul>	<ul style="list-style-type: none"> <li>• In accordance with the NOP's</li> </ul>
<ul style="list-style-type: none"> <li>• Arrive and be ready to start work on time.</li> </ul>	<ul style="list-style-type: none"> <li>• In accordance with the NOP's</li> </ul>
<ul style="list-style-type: none"> <li>• Wear the correct uniform.</li> </ul>	<ul style="list-style-type: none"> <li>• Professionally presented at all times</li> </ul>
<ul style="list-style-type: none"> <li>• Carry out opening and closing procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• In accordance with the NOP's</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for the cleaning of the centre; i.e. toilets, changing areas, staff room, poolside and public areas both internal and external.</li> </ul>	<ul style="list-style-type: none"> <li>• The centre is cleaned to an agreed standard.</li> </ul>
<ul style="list-style-type: none"> <li>• Water test every two hours during operational hours. Ensure the waters chemical balance is maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• In accordance with Unit Standard 5826:2010 – operate and manage public water quality.</li> </ul>
<ul style="list-style-type: none"> <li>• Reconcile daily takings.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily returns are accurate.</li> </ul>
<ul style="list-style-type: none"> <li>• Collect pool usage and quality statistics.</li> </ul>	<ul style="list-style-type: none"> <li>• Statistics are accurate and available within agreed timeframes and delivered as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with all services that the pool offers.</li> </ul>	<ul style="list-style-type: none"> <li>• Swimming lessons, school swimming programmes, Aquasize classes and other activities as programmed.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to team functioning.</li> </ul>	<ul style="list-style-type: none"> <li>• All meetings/training sessions relevant to the position are attended.</li> <li>• Assist when requested to help new staff learn NOP's and EAP's.</li> <li>• Ensure ongoing Lifeguard training needs are met.</li> </ul>

*Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.*

## WORK COMPLEXITY

### Most challenging duties typically undertaken or most complex problems solved:

- Day to day technical operation of the swimming pools including presentation of the facilities to a safe and clean standard.
- During a rescue or medical event, needs to remain calm and follow EAP's.
- Contributing to the public interface of the pools with customers and service suppliers in keeping with appropriate customer service.



## FINANCIAL RESPONSIBILITIES

THE JOB HOLDER DOES NOT CONTROL A BUDGET	
Maximum delegated expenditure that may be spent without reference to manager	<ul style="list-style-type: none"> <li>• \$0</li> </ul>
<i>Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.</i>	

## PERSON SPECIFICATION

Technical/Professional Qualifications/Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Practical Aquatic Skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Have plant room knowledge and skills.</li> </ul>
<ul style="list-style-type: none"> <li>• Attain (if not already held) and maintain Pool Lifeguard Practicing Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Have at least six months experience as a qualified lifeguard.</li> </ul>
<ul style="list-style-type: none"> <li>• Attain (if not already held) and maintain First Aid Work Certificate.</li> </ul>	
<ul style="list-style-type: none"> <li>• Train towards other aquatic qualifications as required.</li> </ul>	
<ul style="list-style-type: none"> <li>• Attend training as and when required.</li> </ul>	
<ul style="list-style-type: none"> <li>• Physical stamina for working within the hot and humid pool environment.</li> </ul>	

Knowledge/Skills and Attributes	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Friendly manner and ability to communicate with the public.</li> </ul>	
<ul style="list-style-type: none"> <li>• Strong customer service.</li> </ul>	
<ul style="list-style-type: none"> <li>• Relate well to people of all ages, backgrounds and ethnicities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work independently and be part of a team.</li> </ul>	

Lifeguards must have and maintain their 'At Work First Aid Certificate' or equivalent and their Pool Practicing Lifeguard Certificate.

New staff who do not hold these qualifications may be engaged for an initial period in an entry level position as a Swimming Pool Assistant. During this time the Clutha District Council will provide the following training:

- First Aid course
- Pool Lifeguard Skills Award and Pool Lifeguard Practicing Certificate

**These must be attained at first opportunity after starting employment. The optimum target is within the first 30 days of employment. If the staff member fails this training, there will be one individual training/retest opportunity. If they fail again, their employment is terminated.**



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Continued employment is conditional on obtaining and maintaining a current First Aid Certificate and the Pool Lifeguard Practicing Certificate.

## KEY RELATIONSHIPS

EXTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"> <li>Stakeholders/customers</li> </ul>	<ul style="list-style-type: none"> <li>A wide variety of operational and customer service interactions.</li> </ul>
<ul style="list-style-type: none"> <li>Service Providers</li> </ul>	
<ul style="list-style-type: none"> <li>Community Groups and Organisations</li> </ul>	
INTERNAL	
<ul style="list-style-type: none"> <li>Council members</li> </ul>	
<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>	
<ul style="list-style-type: none"> <li>Service Delivery Group</li> </ul>	
<ul style="list-style-type: none"> <li>All managers and staff</li> </ul>	

## ORGANISATIONAL BEHAVIOURS

- It's a place where people smile, where I can take my concerns and they really seem to listen, they speak my language and they make it simple for me. I feel they care about me.
- It's a place where they know their jobs, they help me understand, they help me through the steps, and they help me achieve what I want.
- It's a place where they say, "how can I help?" Where if they do say no, I feel they have listened to me and their reasons make sense.
- It's a place where I know when I make a service request, something is done and when they say they will do something, they do it.
- It's a place where it is easy to do my business, they action matters quickly, I can get hold of them, I trust them and respect them.
- It's a place where improvements are constantly made, mistakes trigger learnings, and innovation occurs, they have the "bread and butter" right but they are always looking ahead.
- It's a place where staff enjoy their jobs, are challenged, and have development opportunities. It's a fun place to work, a safe place to work, and the staff respect each other.
- It's a place that lives and breathes "public service". They are proud of working for Council and they are excellent at what they do.

## HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

## COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

## EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role



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- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).