



Head Guard

Application Link: https://ubc.wd10.myworkdayjobs.com/ubcstaffjobs/job/UBC-Vancouver-Campus/Head-Guard_JR3917

UBC Vancouver Campus
Staff – Union

Job Category

CUPE 116 Aquatic Centre

Job Profile

CUPE 116 Aquatic Centre Salaried – Head
Guard

Job Title

Head Guard

Department

Aquatic Instructors | Aquatic Centre

Compensation Range

\$3,765.00 - \$4,259.00 CAD Monthly

Posting End Date

August 16, 2022

Note: Applications will be accepted until 11:59 PM on the day prior to the Posting End Date above.

Job Description Summary

The Head Guard will directly supervise part-time shift supervisors and lifeguards, and supervises checks and participates in the work of part-time subordinates engaged in lifeguarding, maintenance, custodial, and clerical/cashiering tasks. In addition, the incumbent participates in program development and promotion and, while considerable independence of judgment and action is exercised with respect to matters of a routine nature, difficult or unusual problems are referred to a superior who reviews work performance on the basis of effectiveness of services rendered and quality of instructional programs provided to the public. The shifts from this role will vary depending on work load and season, however the shift schedule for this position is primarily afternoon/evenings and weekends.

Organizational Status

Athletics & Recreation (A&R) is a department within the VP Students portfolio, with a strong focus on creating an exceptional UBC student experience. The A&R Department has a team of

approximately 100 employees, and is led by a strong cross-unit management team. It services over 20,000 students through recreational programming, 24 varsity teams, 13 competitive clubs (from Sept 2015), along with thousands of members of the UBC community.

This is an aquatic leadership position in assisting a superior in directing the provision of aquatic instructional and recreational programs in a multi-purpose aquatic facility.

Work Performed

1. Supervises, checks, and participates in the work of a moderate-sized group of full-time and part-time subordinates engaged in instructional, lifeguarding, maintenance, custodial and clerical/cashiering work.
2. Participates in the interviewing, selection and evaluation of part-time staff and volunteers.
3. Plans and conducts orientation and in-service training of staff to ensure an understanding of life support systems and techniques, and departmental policies and procedures; instructs staff on emergency procedures by updating methods and knowledge of water safety, aquatic skills and general facility safety on a continual basis.
4. Ensures that established standards of cleanliness and safety are enforced.
5. Answers inquiries from guests and staff and handles complaints of and about staff regarding the day to day operation of the facility.
6. Prepares and maintains a variety of records and reports related to the work.
7. Assists in the recruitment and training of Lifeguard/Instructors and shift supervisors.
8. Ensures that daily tasks are completed.
9. Assists in programming & auditing courses and entering grades in registration software (PerfectMind).
10. Supports staff and team by assisting in scheduling and schedule coverage.
11. Supports staff by lifeguarding or acting as a Shift Supervisor as necessary.
12. Other duties as assigned.

Consequence of Error/Judgement

In addition, the incumbent participates in program development and promotion and, while considerable independence of judgment and action is exercised with respect to matters of a routine nature, difficult or unusual problems are referred to a superior who reviews work performance on the basis of effectiveness of services rendered and quality of instructional programs provided to the public.

Supervision Received

This position will report to the Senior Manager, Programs and Operations or delegate with direction from the Facilities Manager pertaining to maintenance and safety. This individual will be expected to work independently in accordance with established objectives and exercise initiative and judgment. Processes and procedures will be developed in consultation with administration.

Supervision Given

Directly and indirectly supervises and checks the work of a moderate-sized group of full-time

and part-time subordinates engaged in instructional, lifeguarding, maintenance, custodial and clerical/cashiering work. Trains and maintains emergency and lifesaving standards of lifeguarding team.

Minimum Qualifications

Post secondary education supplemented by courses in lifeguarding, lifesaving, aquatics, fitness instruction and pool maintenance, some advanced instructor certifications are preferred and Post-secondary education, Current National Lifeguard, Water Safety Instructor and Standard First Aid certifications required. National Lifeguard Instructor, First Aid Instructor, Water Safety Instructor Trainer or other advanced instructor certifications are preferred. Sound related supervisory experience or the equivalent in training and experience. Ability to anticipate problems and issues and plan ahead. Ability to listen actively and attentively, and obtain clarification as required. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment.

About Us

The University of British Columbia is a global centre for research and teaching, consistently ranked among the top 20 public universities globally. A large part of what makes us unique is the community of engaged students, faculty, and staff who are collectively committed to shaping a better world.

Recognized as a leading employer in British Columbia and Canada, UBC supports inspired students, faculty and staff on their journey of discovery, and challenges them to realize their greatest potential. New ideas, changing infrastructure, innovative technology, and fresh approaches are opening up possibilities for the future of research, teaching, and work. Are you ready to embrace the future together?

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

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Alternatively please email your resume and cover letter to aquatic.centre@ubc.ca