



SOMERVILLE HOUSE

HONOUR BEFORE HONOURS

Lifeguard

Position Description

About Somerville House

Somerville House, a day and boarding school for girls established in 1899, is the landmark in girls' education, providing exceptional educational for students from preparatory year through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a member of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

The Position

The Murray Evans Sports and Aquatic Centre houses a heated, Olympic sized swimming pool and well-equipped gymnasium. The Centre caters for the students and staff of Somerville House as well as members of the public.

Lifeguards at the Murray Evans Sports and Aquatic Centre, are required to supervise the Complex, ensuring the highest standard of public supervision and safety. Lifeguards are required to liaise and communicate in a positive manner with Centre patrons and members of the School community, ensuring an enjoyable experience for centre users.

Working arrangements

Enterprise Agreement:	Educational Services General (Staff) Award 2010, as varied or replaced from time to time
Classification:	Level 2.1
Status:	Casual

Reporting relationships

The Lifeguard reports directly to the Manager of the Murray Evans Sports and Aquatic Centre.

The responsibilities of the Lifeguard, include but are not restricted to:

Sports Hall Area

- Opening and securing the Sports Complex as required
- Supervising the use of the facility, ensuring the behaviour of all customers is conducive to the provision of a safe and enjoyable experience
- Checking all doors and windows, including mezzanine classroom area, to ensure they are secure at the end of the day
- Inspecting the Fitness Centre for order and cleanliness and report on the condition of equipment if required
- Ensuring rubbish bins are empty throughout the day, particularly at the end of events held in the Complex
- Checking the car park area periodically, while on duty
- Maintaining a high standard of cleanliness ensuring that indoor areas are left in an orderly and hygienic manner
- Other duties as directed by the Sports Complex Manager.

Swimming Pool Area

- Maintaining and ensuring safety standards are met in the aquatic environment at all times, in accordance with centre policies, procedures and regulations, ensuring a safe pool operation according to industry standards and practices
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques
- Preventing hazardous situations, and attending to general concerns raised by centre users, in line with centre policies, procedures and guidelines
- Responding to emergencies in the pool, by entering the water to rescue persons in distress; resuscitate swimmers if required; administer first aid to injured swimmers; notify emergency services in the case of serious injury or accidents
- Maintaining a high standard of cleanliness around the pool deck and surrounding area, ensuring they are left in an orderly and hygienic manner throughout the day, in particular on closing of the Complex. Clean pool basin and scum lines as required
- Maintaining order in the pool, and as far as possible, anticipate trouble and take steps to prevent it
- Reporting definite or potential hazards and unsafe pool or equipment conditions to the Sports Complex Manager immediately
- Ability to take water samples during your shift, in accordance with procedure, and if concerns are raised in relation to the condition of the water in the pool
- Checking the filtration system at least once during a shift, ensuring minor adjustments on the filter and chemical systems as requested by the Sports Complex Manager; monitor heating control unit to ensure it is operating and report concerns to the Sports Complex Manager
- Other duties as directed by the Sports Complex Manager.

Other Duties in the Complex

- Maintaining a high standard of cleanliness throughout the Complex ensuring all areas are in an orderly and hygienic manner at all times. This includes inspection of change rooms and toilets according to procedure. Cleaning to be done on a needs basis throughout the day
- Reporting all accidents, incidents and risks via the Risk Management system, and Sports Complex Manager
- Enforcing the rules and regulations of the Complex
- Managing emergencies that may arise within the pool area, whether human or mechanical related, power failures, plant breakdown and loss of water
- Ability to receive enquires and phone calls relating to activities conducted at the Complex; accountable for attendance records for the various activities occurring in the Complex
- Accountability for the handling of money during your shift
- Directing all concerns to Sports Complex Manager

The knowledge and skills required for all Lifeguards:

- Maintain the currency of Lifeguard and First Aid qualifications and update and renew qualification at appropriate times; keep the Sports Complex Manager informed of their status at all times
- Sound knowledge of pool supervision, water safety, water education, first aid, resuscitation and rescue techniques and public safety requirements
- Ability to maintain concentration and alertness during extended periods of duty
- Ability to provide customer service and advice in a professional and friendly manner, ensuring the needs of customers and the Centre are met in an effective and efficient manner
- Strict adherence of the Workplace Health and Safety and Child Protection policies of the School, and the Sports Complex

Other qualities required in this position are:

- Punctuality
- Neat personal appearance at all times; requirement to wear corporate uniform, when on duty
- Enthusiasm; displaying a love of sport and a desire to work with young people and other members of the Community
- Excellent verbal communication skills required for client liaison and instruction

- Integrity
- Excellent communication and interpersonal skills
- Ability to work co-operatively and successfully as part of a Team, as well as work independently when required
- Willingness to attend professional development as required
- Confident in the use of information technology
- All Somerville House staff are required to adhere to the School's Code of Conduct
- Attention to detail.