



Position Description

JCUSA Pool Lifeguard.

Campus Location	Townsville
Hours per week	Variable up to 20 hours per fortnight that are worked between Monday and Sunday, including early mornings and evenings.
Employment status	Casual position.
Reports To	Sport and Recreation Manager, and General Manager.
Number of positions supervised	Nil
Date Last Reviewed	November 2018

Position Overview.

The role of the JCUSA Pool lifeguard is to ensure the safety of pool patrons and to carry out required administration and operational tasks that are required for the safe and successful delivery of activities and services provided by the JCUSA Pool facility.

The JCUSA Pool lifeguard is required to ensure the safety of all participants of the JCUSA Pool facility at all times. Lifeguards are also required to assist with the operation of facilities, equipment and administration of the facility.

Student Association.

The James Cook University Student Association is an organisation directed by elected students which aims to provide high quality representation, support services and relevant non-academic activities to all of its members.

Principal Accountabilities.

1. Assist with operational tasks required during the opening hours of the JCUSA Pool.
 - Monitoring, managing and providing treatment that ensures the continued safety of all patrons of the facility at all times.
 - Maintaining mandatory qualifications and training requirements to be a pool lifeguard.
 - Complete equipment checks and facility checks and perform basic maintenance tasks as required.
 - Monitoring and reporting on pool chemical levels and maintenance and safety issues.
 - Ensure adherence to Work Health and Safety requirements.
 - Report on any injuries/incidents according to JCUSA policies and procedures.
 - Cleaning of pool area, and surrounding buildings and amenities as required.
2. Administration and Reception support:
 - Provide information of services to students and staff.

- Help to control JCUSA Pool facility assets including merchandise and equipment.
 - Customer service and sales.
 - Collection and processing of client payments and memberships.
 - Social media and advertising related tasks as required.
3. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians.
 4. Demonstrate a commitment to the James Cook University Student Association's values.

Generic Accountabilities

There are generic responsibilities that apply to all James Cook University Student Association staff.

1. The **JCUSA Pool lifeguard** is required to observe the lawful and reasonable directions, policies and decisions of the Student Association Council, understand and comply with the Enterprise Bargaining Agreement, the Statutes and Rules of the Student Association, the policies and decisions of the Student Association President subject to the Student Association Council as in force from time to time.
2. The **JCUSA Pool lifeguard** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with Student Association WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The **JCUSA Pool lifeguard** is required to exercise proper discretion in all matters affecting the well-being of the Association which involve public writing or speaking. This includes not making public statements of a political nature unless it is made clear that this does not represent the views of the Student Association and will only speak to the media upon prior approval from the President.

Special Conditions.

It is a requirement of this position to possess:

- Medium to high level of aquatic fitness to be able to carry out water rescue as required for the role.
- Royal Life Saving Society of Australia Pool lifeguard Award (a RLSSA Bronze Medallion certification and Provide First aid certificate or subsequent higher Australian lifeguard qualifications).

Selection Criteria.

Selection and appointments will be assessed against selection criteria:

1. Effective interpersonal skills and written and verbal communication skills that can be adapted for various audiences.
2. Demonstrated experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed.
3. Sound organisational and time management skills.

4. Proven ability to work effectively in a self-directed environment.
5. Be able to meet the eligibility requirements to obtain a Blue Card (Working with Children Check).

Highly Desirable:

6. Proven work experience in Aquatic industry.
7. Proven experience, skills and knowledge in customer service and sales.