

### Lifeguard Position Description

|                        |                             |
|------------------------|-----------------------------|
| POSITION TITLE         | Lifeguard                   |
| DEPARTMENT / INDUSTRY  | Recreation                  |
| AWARD / AGREEMENT      | Fitness Industry Award 2020 |
| CLASSIFICATION / GRADE | Level 3                     |

#### About YMCA South Australia

**“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit”** (our mission).

YMCA South Australia is an accredited social enterprise, non-profit, and locally governed leader in our sector, serving the South Australian community for more than 175 years. With more than 1,200 like-minded colleagues (and growing), we deliver programs and services across the state in settings including schools and early learning centres, community recreation centres, swimming pools, gymnastics centres, allied health services, health and fitness facilities, community centres, camps and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life. We bring all of this together through an integrated social impact framework, so our efforts add up to something greater than any single program.

As a preferred employer, we invest in our people as much as we invest in our community.

Our vision (FY27-30) is **“Whole people. Strong communities. South Australia flourishing.”**

#### The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – **“genuine care for the whole person, for every person.”** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

For further information regarding YMCA South Australia, please visit [www.sa.ymca.org.au](http://www.sa.ymca.org.au).

### Position Summary and Requirements

**“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”**

Pool Lifeguards at YMCA facilities take on a much greater responsibility than simply supervising water space. As well as identifying potential risk factors and taking steps to reduce those risks, lifeguards will act as positive role models to build happier, healthier communities within the facilities that we manage.

| Areas of accountability   | Key duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Aquatic Operations</b> | <ul style="list-style-type: none"> <li>• Provide active supervision of all aquatic patrons in your area of responsibility to ensure safety of all users.</li> <li>• Maintain concentrated observation of pools and patrons to anticipate and respond to problems.</li> <li>• Identify and quickly respond appropriately to any emergency.</li> <li>• In the event of injury or illness provide appropriate first aid.</li> <li>• Comply with legislative and organisational requirements relating to current water restrictions and the Guidelines for Safe Pool Operation.</li> <li>• Maintain a working knowledge and understanding of the Centre’s Emergency Action Plan.</li> <li>• Maintain a thorough understanding of the role of the Lifeguard in any emergency.</li> <li>• Ensure patron compliance with the standards required of the Watch Around Water program.</li> <li>• Ensure facility rules are being obeyed while at the same time educating facility users about safe aquatic practices.</li> <li>• Carry out intervention and preventative action to ensure the safety and well-being of patrons, the facility and equipment.</li> <li>• Ensure patrons are protected from unruly behaviour and dangerous actions.</li> <li>• Comply with YMCA’s procedures for safety, training, document control, corrective and preventative action and customer complaints.</li> <li>• Allocate lane spacing appropriate to swimmers and groups as required and help setting up and packing away equipment.</li> <li>• In conjunction with facility management, facilitate the timely and safe use of water space, in clearly defined areas using appropriate signage.</li> <li>• Advise management personnel of requirements for: Re-stocking of first aid, cleaning, chemical supplies, and troubleshooting, maintenance, breakdowns.</li> <li>• Complete monitoring and evaluation checklists.</li> <li>• Conduct cleaning and safe control measures for: change rooms, lost property, and public use equipment prior to facility opening.</li> </ul> |

## YMCA South Australia

|  |                                                                                                                                                                                                                                          |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>Undertake housekeeping duties to ensure the maintenance of a safe environment for staff and patrons.</li> <li>Perform Centre specific duties as required and within scope of training.</li> </ul> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Key Relationships

|                                    |                                                                                                                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Reporting to:</b>               | Operations Director                                                                                                         |
| <b>Direct Reports:</b>             | N/A                                                                                                                         |
| <b>Key Internal Relationships:</b> | YMCA South Australia staff and volunteers<br>YMCA staff nationally                                                          |
| <b>Key External Relationships:</b> | Patrons and key stakeholders of YMCA South Australia<br>Department for Education<br>Office for Recreation, Sport and Racing |
| <b>Safeguarding Category</b>       | Child-Facing Role                                                                                                           |

### Selection Criteria

#### Qualifications and Licences – Essential

- National Police Check (NPC) (must be within 6 months of issue date).
- International police check (for applicants who have worked overseas in the last 5 years).
- DHS South Australian Employment Working with Children Check (WWCC).
- RRHAN-EC Masterclass – Responding to Risks of Harm, Abuse and Neglect – Education & Care.
- HLTAID009 Provide CPR.
- HLTAID011 Provide First Aid.
- SISSS00133 Pool Lifeguard.

#### Qualifications and Licenses – Desirable

- Pool Plant Operator certification.

#### Knowledge and Experience – Essential

- Friendly, personable, and capable of communicating complex services and concepts efficiently and effectively.
- Ability to multi-task, troubleshoot, and work under pressure.
- Proven ability to proactively work without supervision.
- Demonstrated commitment to YMCA core values, and passionate about improving the Health and Wellness of the local community.
- Excellent interpersonal skills.

## YMCA South Australia

- Must be self-motivated and can work independently and as a team member.
- Experience in teaching assigned programs.
- Experience in dealing with a diverse community.
- Basic computer skills.
- Experience in a customer focused role.
- Experience in dealing with a diverse community.

### Personal Attributes

- Demonstrates a commitment to the YMCA's mission and can role-model the "Y Factor" to others.
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Maintains high standards of presentation and personal grooming.

### Safeguarding Children and Young People

For young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance.
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y. Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.

## YMCA South Australia

- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

### Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication, and action.

## YMCA South Australia

- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

### Approval of Position Description

|                                 |                                           |
|---------------------------------|-------------------------------------------|
| <b>Date created or revised:</b> | 25/08/2026                                |
| <b>Approved by:</b>             | Annaleisa Hart – Head of People & Culture |

### Acknowledgement of Incumbent

**I acknowledge that I have read and understood the requirements of this position.**

|                   |  |
|-------------------|--|
| <b>Name:</b>      |  |
| <b>Signature:</b> |  |
| <b>Date:</b>      |  |