



Job Description Head Guard

All job functions of the Head Guard position will be carried out under the direction of the Aquatic Supervisor and the Aquatic Program Coordinator. The Head Guard will be expected to provide consistent feedback to the Supervisor regarding all job functions and program development.

PROGRAM SUMMARY

Mission of the Mini U Programs:

1. Develops children and youth as educated leaders in physical activity for young people
2. Provides a context for experiential education of students in degree programs to develop, disseminate and discover the benefits of working with children and youth in the promotion of physical activity.
3. Provides excellent and inclusive recreation/sport and educational experiences to young people
4. Promotes the Faculty of Kinesiology and Recreation Management and the University of Manitoba as destinations for post secondary education
5. Contributes to the creation and dissemination of physical activity knowledge.

Our Vision: To be recognized locally and nationally as a leader in providing evidence-based programs while actively collaborating in the creation and dissemination of physical activity knowledge. Mini U Programs develops excellent, innovative leaders and provides stimulating, quality programs for children and youth that reflect the values of inclusiveness, fair play and healthy development.

HEAD GUARD GENERAL RESPONSIBILITIES AND DUTIES

Coordination & Supervision of Programs

- Coach and assist Swim Instructors in the development of program quality and activities ensuring internal alignment with the mission and vision of Mini U Programs.
- Assist Swim Instructors in the development of, age and activity appropriateness, lesson plans and specific learning outcomes (eg. ICS swim skills)
- Oversee the assessment, tracking and reporting of specific learning outcomes and provide Swim Instructors with constructive criticism.
- Closely monitor program content, and provide detailed written and verbal performance management evaluations to Swim Instructors.
- Attend, observe and evaluate programs weekly to ensure high quality instruction and activities are being achieved. Provide feedback and recommendations to Instructors and the Supervisor on an ongoing basis.
- Provide feedback regarding the purchasing of supplies/materials needed for program lessons and the aquatic facility.
- Ensure first aid kits are fully stocked on a weekly basis.

Leadership & Management

- Attend monthly skills development and in-service training sessions.
- In collaboration with other staff, overseeing the implementation of various policies, procedures, processes and safety.
- Provide ongoing leadership to the performance of 10-50 Lifeguards. This includes weekly performance observation, creating written evaluations on the strengths and areas of improvement.
- Assist in the planning, coordinating and execution of Lifeguard Orientations. This includes attending, participating in and facilitating orientation sessions that include presentations, group discussions and activities.
- Provide recommendations to the Program Coordinator regarding future Lifeguard employment, outlining individuals as potential Supervisor candidates, rehires or do not hire.

Customer Service

- Respond to customer inquiries (in-person, email and phone) regarding program content, staff, policies, schedules, activities and their overall satisfaction.
- Communicate with parents/guardians regarding: lap swim performance, lane assignments during lessons, the medical and/or special needs of registered participants, their child's behavior and children who are upset and/or ill.
- Contribute to the delivery of exceptional customer experiences by successfully caring for all children attending Mini U Programs and providing positive experiences for children, youth and their families while at the University of Manitoba.
- Communicate with children and youth regarding their experiences and behavior at our programs. This includes helping young people find interests, enjoyable activities as well as facilitating learning opportunities and ways to change undesirable behavior.
- In collaboration with Administrative staff, oversee the supervision, safety and health of all children and youth attending the Mini U Programs. This includes: coordinating the proper signing in/out of children, tracking the attendance of all participants, facilitating safe activities, utilizing emergency first aid and CPR skills and working with first aid staff.

Other

- Other duties as assigned by the Director, Program Coordinators, or Aquatic Supervisor.