



Regional Area Supervisor (full or part-time)

Supervised By: Director, Nova Scotia Lifeguard Service

Subordinates: All beach staff employed at beach sites within their regional area

Job Summary

Under the supervision of the NSLS Director, the Regional Area Supervisor is responsible for leadership, staff training and quality of supervision at beach sites in their designated regional area. The Regional Area Supervisor is also responsible for equipment used at beach sites in their designated regional area and is expected to fulfill the duties of a beach lifeguard when required.

Job Duties

1. **Staff Training and Development**
Teach skills and theory during pre-season clinics and training sessions to enable lifeguards to fulfill their responsibilities. Designs individual in-service training programs in consultation with Beach Captains. Ensures Occupational Health and Safety practices are followed.
2. **Staff Coordination**
Ensures beaches are staffed according to prescribed policies, procedures and within budget limitations. Prepares duty rosters and days off schedules. Maintains an equal workload among guards. Ensures statistics are recorded accurately and consistently. Communicates program information to staff.
3. **Program Quality Control**
Maintains the standards of the NSLS program. Monitors daily and weekly in-service and completes Visitation reports as indications of staff performance. Enforces program policies as outlined in the Beach Handbook, Conducts formal staff performance appraisals twice per season in conjunction with Beach Captains and the Assistant Director, Business Operations and Human Resources.
4. **Program Promotion**
Contributes to promoting a positive image of the NSLS, presents a professional image to the public at all times as an example to staff and patrons. Assists Beach Captains in the development of a program of community service projects specific to the needs of the community, and seeks publicity regarding beach safety and community service projects.
5. **Equipment Distribution and Maintenance**

Establishes a system of disbursement and receipt of all personal equipment and beach equipment . Assumes responsibility for maintenance and replacement of all equipment issued, purchased or otherwise placed under his/her care in conjunction with Beach Captains

6. Special Projects

Completes special project as assigned such as Training Camp, Exam Coordination, Competitions, Special Event Leadership, Water Quality Testing, Equipment Distribution, etc.

7. Administration

Ensures records of operations are maintained at the specific locations according to NSLS Beach Handbook by submitting records and invoices for all expenditures within the prescribed budget. Makes pre-season contact with all staff. Establishes personnel records of hours worked, performance appraisals, and disciplinary actions. Records population statistics, incidences and environmental conditions, and provides a summary of the season's beach operations in a pre-season, mid-season and end-of-season report.

8. Liaises with related agencies

Develops relationships and consults with various recreational and public service agencies to enhance the delivery of beach supervision at beach locations within their area. (e.g.: Department of Natural Resources, Municipalities)

9. Lifeguarding

May be required to examine NSLS staff in NLS, SFA or CPR and may be required to act as a lifeguard during staff shortage situations.

Job Specifications

1. 1 NLS Surf or Waterfront Instructor/Examiner Certification (preferred) or equivalent experience.
2. Minimum of one season as Beach Captain with N.S.L.S. or equivalent supervisory experience
3. Excellent organizational, verbal and written communication skills and proven teaching ability.
4. A thorough understanding of NSLS policies and procedures.
5. A high degree of mental alertness for long periods of time.
6. Successful completion of the physical fitness screening test.
7. Access to a vehicle to travel to beach sites is necessary.
8. All NSLS Employees 18 years of age and over will undergo a Criminal Records Check.

Working Conditions

1. Outdoors in all types of weather
2. Necessary to work weekends
3. Must work without direct supervision
4. Provide a leadership example at all times

Remuneration

2017 Rate: \$665 weekly (pro-rated for part time \$16.63 hourly)

Term of Employment

June 12 – Sept. 9, 2017 (some terms may vary)