



Position Description

Position Title	Junior Aquatic and Recreation Officer
Directorate	Corporate and Community Services
Level	1
Reports to	Coordinator Recreation Services
Direct Reports	Nil
Primary Location	Margaret River Recreation Centre
Position No. & version	

Position Overview

Primary functions:

The Junior Aquatic Recreation Officer (Supervised) assists in providing support to the senior lifeguard and Customer service in the supervision of pool users and undertakes a full range of maintenance and operational tasks to ensure the standards required for pool facilities are met. Due to age restrictions, this position requires continuous supervision by senior lifeguards and Customer service until the age of 16.

Continuous Supervision: This position requires continuous supervision by senior lifeguards until the age of 16, in accordance with safety regulations and best practices.

Customer Service and Front Counter: Provide customer service and manage front counter tasks as needed.

Position Responsibilities

Service Delivery

<p>Supervision Assistance:</p> <ul style="list-style-type: none">• Assist Senior Lifeguards: Support senior lifeguards in monitoring pool users to ensure their safety.• Hazard Alert: Inform senior lifeguards of any potential hazards or unsafe behaviour in the pool area.• Follow Directives: Adhere to instructions from senior lifeguards regarding pool safety protocols and emergency procedures. <p>Maintenance and Operational Support:</p> <ul style="list-style-type: none">• Routine Maintenance: Help with routine maintenance tasks such as cleaning, vacuuming, and chemical testing as directed by senior staff. <p>Customer Service:</p> <ul style="list-style-type: none">• Assist Centre Users: Provide friendly and helpful assistance to centre users, answering questions and offering guidance as needed.• Assist Customer service: Support Customer service at front counter	100%
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- **Effective Communication:** Communicate effectively with patrons to ensure a positive experience and address any concerns or inquiries.

Emergency Response:

- **Support in Emergencies:** Assist senior lifeguards during emergency situations by following established protocols for first aid, rescue, and resuscitation.
- **Training Participation:** Participate in regular training sessions and drills to maintain readiness for emergency response scenarios.

Position Requirements

Essential

- Basic Experience in supervising the service delivery of Aquatic Services
- Basic computing skills including MS Word, Excel, and Outlook
- Basic Verbal communication and interpersonal skills
- Working with Children Check
- Current Senior First Aid or Equivalent and Advanced Resuscitation
- Current Pool Lifeguard Certificate

Key Relationships

Internal	External
Employees	General Public Local Community Groups Local Schools Department of Education, Employment and Workplace Relations

The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date