



Job Title: **Part Time Head Lifeguard**
Category: Part Time
Shift: Various hours and days including nights, weekends, holidays
FLSA Status: Non-Exempt
Hiring Range: \$13.50 - \$14.00 Hourly

Created or Revised Date: 4/14/2021

SUMMARY:

Under general direction of the Aquatics Specialists and Aquatics Coordinator, this position is responsible for the direct supervision and administrative work of the lifeguard staff and general safety and conduct of the pool area and patrons using the pool. Assists with instruction of programs and performs daily aquatics maintenance as directed.

ESSENTIAL FUNCTIONS OF THE JOB:

Direct supervision and administrative work of lifeguard staff and instruction of programs:

- Maintains proficiency of all Lifeguard skills by attending monthly in-service trainings, and leading or assisting supervisors with in-services and other staff meetings as requested.
- Responds to and performs CPR/AED/First Aid for the Professional Rescuer and all Lifeguarding skills and assists per American Red Cross standards at a high level.
- Instructs and assists instructing various American Red Cross courses including learn-to-swim classes, CPR/AED and First Aid and lifeguard courses.
- Ensures all proper paperwork is completed during shifts, including Head Lifeguard reports, chemical and attendance logs, and accident/incident reports where applicable.
- Supervises the Lifeguard and Water Safety Instructor staff and directly oversees all Lifeguard duties.
- Attends necessary staff meetings, trainings, and in-service programs.
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parent, volunteers, and other community members.
- Leads staff by example; remains calm and collected in stressful situations with staff, patrons and in the event of an emergency.
- Assists supervisor in training subordinate staff in performance of their duties.
- Provides guidance of and assures conformance with policies and procedures.

Knowledge, Skills and Abilities:

- Considerable knowledge of lifeguarding techniques and water safety practices including water rescue methods, first aid, and CPR.
- Ability to assist with recruit, train, schedule, evaluate, discipline, develop, and resolve issues of assigned staff and volunteers.
- Ability to complete and maintain well-organized daily records, logs, and incident reports.
- Demonstrates advanced swimming skills with the ability to carry out water rescues.
- Ability to assist with skill checks, in-service training, and safety drills.
- Ability to effectively present verbal and written information and respond to questions from guests, program participants, co-workers, supervisors, volunteers, and other District employees.
- Ability to exercise initiative; make sound, independent, and timely decisions.

- Ability to recognize safety hazards and sanitation issues, notify supervisors and rectify the situation.
- Ability to safely operate all assigned tools and safety products. Ability to set up and tear down equipment for scheduled activities and special events.
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- Ability to enforce all rules, regulations, and policies.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and other recreation staff under stressful circumstances.
- Ability to perform first aid, CPR, and other medical attention as needed.
- Effectively manage Lifeguard and Water Safety Instructor staff when left as the only manager on duty
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General safety and conduct of pool area and patrons:

- Implements the Aquatic Department's Emergency Action Plan when needed, and acts as first responder and point of contact/support for Lifeguard Staff.
- Directs and performs patron surveillance and ensure patron safety at all times in and around the pool area. Enforces District guidelines, policies, and pool rules in Aquatic area to ensure employee and public safety.
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures
- Reports any changes, conflicts or unsafe circumstances to supervisor immediately.

Daily aquatics area maintenance:

- Directs and performs general pool maintenance and cleaning duties, including chemical testing, balancing, and monitoring the pump room area.
- Inspects facility for cleanliness; assists with daily pool, locker room and deck cleaning.
- Performs pump room maintenance such as backwashing, draining pools, adding dry chemicals to pools if needed.
- Notifies supervisor if material (i.e. cleaners, first aid supplies, etc.) are needed.
- Identifies and/or recommends maintenance, improvement, or repair of facility equipment, property, and operational procedures to ensure safety, efficiency, and fiscal responsibility.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to help prevent accidents.

Required Qualifications:

- Six months working experience as a Lifeguard
- 18 years of age
- Lifeguarding/CPR/AED for the Professional Rescuer certification and Water Safety Instructor (WSI) or similar certification through a nationally accredited organization.

Preferred Qualifications:

- 1 or more years of experience working as a Lifeguard
- Some experience managing and/or leading subordinate staff
- Lifeguard Management Certification
- American Red Cross Lifeguard Instructor (LGI)

Core Competencies:

To perform the job successfully, an individual should demonstrate the following Districtwide competencies: Problem solving, customer service, oral communication, managing people, initiative, professionalism, punctuality, safety, teamwork, planning/organizing, and interpersonal skills.

PHYSICAL DEMANDS, JOB LOCATION AND EQUIPMENT UTILIZED:

- This position requires a high level of physical ability including standing for long periods, bending, reaching, lifting, jumping, walking, stretching, etc. Most duties are performed in a senior center setting, with occasional need for activity outdoors. This position will work closely with customers of varying abilities and must be comfortable acknowledging those different abilities and aptitudes.
- Physical demands are described as medium (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and up to 10 lbs. force constantly to lift, carry, push, pull, or otherwise move objects, including the human body).

Reasonable Accommodation:

Carbon Valley Parks & Recreation District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the District.

Job Description Function and Intent:

The job functions and duties on the job description are not all-inclusive and additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contracts. The company maintains its at-will employer status.

Note: Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: Interview, reference checks, background checks that may include, local police check and, driving check through DMV.