

JOB DESCRIPTION

DEPARTMENT: Parks

JOB TITLE: Lifeguard

General Duties:

Performs under the direction of the Pool/Concession Manager. Responsible for accident prevention, participant control, and executing first aid and lifesaving procedures if and when necessary. Also must perform other duties assigned by the Pool/Concession Manager.

Specific Duties:

- Guards will be requested by the managerial personnel to provide guarding from the chair and the deck, laundry duty, cleaning duty, strainer basket cleaning duty, area policing, swimming lesson instruction, bath house cleaning duty, swim team assistance, checking of pH and chlorine residuals, front desk duty, pass checking, assisting with program registrations, and other duties which are requested by the Pool Manager and/or Parks and Recreation Director.
- Observe swimmers to prevent drowning and mishaps.
- Prevent inexperienced swimmers from taking dangerous risks.
- Rescue swimmers in distress and apply necessary lifesaving measures.
- Maintain good order, discipline, and behavior.
- You are responsible for the cleanliness and sanitary conditions of the pool, pool deck, and locker rooms. You will be expected to remove trash and foreign objects of all kinds. You will be responsible for vacuuming, hosing, disinfecting, sweeping, etc.
- Perform other work assigned and required by Pool Manager.
- All employees are not only subject to the same health and safety rules as those governing the public, but should exemplify them at all times.
- Guards have the authority to correct any violations of the posted rules but should be extremely courteous while doing so. If youngsters continually violate rules after repeated corrections, it is suggested that the guard ask them to sit out of the water in a designated spot for 10-15 minutes. If a person causes repeated trouble, the disciplinary policy will come into effect.
- Guards should not spend more than a few seconds correcting infractions. If the individual wishes to argue, call the Pool Manager or Head Guard (in Pool Manager's absence).

- The guard's job is to prevent accidents and to protect the individual from drowning. Spot check the area and pay particular attention to persons under the surface of the water.
- If the guard has doubt as to a person's swimming ability, he or she may ask the individual to swim across the deep end of the pool. If he refuses, then it must be assumed that he cannot swim well enough and the person must be asked to swim in the shallow end.
- Guards should not engage in any unnecessary talk with the patrons or other employees. This is necessary so that their attention will not be distracted from the pool.
- When corrections have to be made, choose wording carefully so the person being corrected is not offended, but be firm and not apologetic.
- While on guard stand, sit or stand in an alert manner. Do not sit back on the back of the chairs. You may sit in the chairs or stand on the platform.
- The guard is directly responsible to the Pool Manager who will report directly to the Parks & Rec Director.
- If guards are unable to report to work because of illness, call the Head Guard as soon as this is known, prior to the time to report for duty. Otherwise, report 15 minutes early for opening preparation.
- Staff members are responsible to contact the Pool Manager for a substitute list. Staff is required to obtain permission from Pool Manager prior to contacting substitute and then must subsequently confirm replacement with the Pool Manager.
- Personnel will not read books or magazines, play cards, or smoke. Each employee should have duties to complete while on the job.
- Take all lost and found items to the cashier. At closing time pick up extra towels and items around the pool area. Make survey of the bottom of the deep end.
- Guards should refrain from congregating in one place.
- Keep off the phones or cell phones while on duty. This includes no texting. Emergency use only.

Education Requirements:

Requires knowledge, skill, and mental development equivalent to the completion of two (2) years of High School.

Must have current lifesaving certification and CPR certification.

Must be able to pass a drug test and background test.

The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

Employee Signature

Date