

# Head Lifeguard

Dept/Div: Parks & Recreation/Aquatics

FLSA Status: Seasonal

## General Definition of Work

Performs professional duties in ensuring effective performance of lifeguard functions; observes and supervises the activities of guests in the pool and surrounding area; to protect life, prevent accidents and enforce pool regulations; to rescue swimmers in emergency situations and provide emergency medical treatment; ensures general safety, cleanliness, and appearance of assigned aquatics amenities including pool areas, restrooms, showers, and concession areas when able to do so without distraction from lifeguarding responsibilities; and to perform a variety of tasks relative to assigned area of responsibility. Must be able to work flexible hours, weekends, and holidays.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary.
- Ensures that swimmers are well supervised in the pool and on decks.
- Orients new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications.
- Assists in scheduling, coordinating and conducting in-service training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques.
- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours.
- Ensures that lifeguards perform in accordance with established safety regulations and policies.
- Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs.
- Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to management.
- Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems.
- Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming lessons and pool parties.
- Assists front desk and concession operation delivering great customer service.
- Accepts and receives payments.
- Maintains a professional appearance and demeanor, including abiding to uniform requirements.
- Performs related duties as required.

## Knowledge, Skills and Abilities

Thorough knowledge of water safety practices and usage of water safety equipment. Excellent customer service skills and the ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates, supervisors, department heads, businesses, and the general public. Understanding of basic cash processing procedures and functional computer skills.

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## Education and Experience

Must be at least 16 years of age and have at least one (1) year of previous lifeguard experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and regularly requires standing, walking, sitting, climbing or balancing, stooping, kneeling, and crouching, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- Possess a current American Red Cross Lifeguard Certification.
- Successfully complete pre-employment drug test screening.