



Job Title: Head Lifeguard
Job Number: 379
Department: Trout Creek Recreation Center
Reports to: Trout Creek Manager/Aquatics Coordinator
FLSA Status: Nonexempt
Salary Level: H12
Salary Range: \$15.54 - \$20.96 per hour
File Name: Head Lifeguard
Prepared Date: 04/18/09, revised 2/27/10, 3/11/21

SUMMARY

The Head Lifeguard assists the Aquatics Coordinator with overseeing the swimming pools including the health and safety of the lifeguard staff and facility patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service to customers, employees, and business partners.
- Assist the Aquatics Coordinator with orienting, training, directing, motivating, evaluating, and disciplining all assigned staff and assists with overseeing work schedules in accordance with Association policies.
- Maintain current knowledge, implements, and enforces Association policies, procedures, rules, and regulations.
- Investigate and document incidents.
- Oversee safety inspections and general care and cleaning of pool facility.
- Attend all staff meetings and safety meetings with Aquatics staff or Aquatics Coordinator.
- Attentively monitor the pool area for accidents in or out of the water, hazards, debris and trash.
- Open and/or close pool facilities including removing and replacing pool covers. Ensure pool equipment is in proper working order and in its place prior to opening facility.
- May assist with the completion and finalization of payroll hours for Aquatic staff.
- Perform rescue operation in accordance with American Red Cross training standards, if necessary.
- Resuscitate rescued swimmers; administer first aid to the injured, if necessary.
- Test pool chemicals and complete daily Lifeguard Rotation Reports in accordance with predetermined schedule.
- Responsible for organizing and implementing weekly safety meetings and in-service trainings.
- Prepare and assist in set-up and take-down of swim lesson equipment and materials used daily.
- Cooperate and communicate with co-workers effectively.
- Ability to work evening and weekend hours.
- Attend and participate in mandatory in-service training and meetings.
- Work well in a group/team environment.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must work well with children and adults of all ages and swimming backgrounds. Must be able to enforce facility rules and regulations and confront those who are not following them. Must be flexible in ability to adapt to new situations and group dynamics.

EDUCATION and/or EXPERIENCE

High school diploma or general education diploma (GED); and a minimum of one year or multiple seasons of related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current American Red Cross CPR/AED for Lifeguards.

Requires current American Red Cross Lifeguard certification.

American Red Cross Water Safety Instructor certification recommended.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effectively communicate with peers, customers and employees on a professional level.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to measure PH and chlorine levels.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and swim; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, extreme heat and outside weather conditions. The employee is occasionally exposed moving mechanical parts; high, precarious places; fumes or airborne particles, toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Oversees up to 20 Lifeguards and Water Safety Instructors along with the Aquatics Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work, addressing complaints, and resolving problems. May act in the absence of Aquatics Coordinator.