



POSITION DESCRIPTION

Title: Lifeguard/Swim Instructor
Type: Temporary
Pay Range: Level 3

Department: Parks & Recreation
FLSA Status: Non-Exempt
Revised: 03/2020

DEFINITION

To perform a variety of duties as a lifeguard including: providing entry-level instruction for a variety of aquatic classes, lessons, programs, and activities; observing the swimming pool for potential emergencies and safety hazards; and performing general cashier duties, including acceptance of fees and maintenance of cash records.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Aquatic Site Coordinator and Assistant Aquatic Site Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Maintain close and constant surveillance of persons in and around the pool for potential emergencies and safety hazards; enforce rules and regulations.
- Instruct a variety of aquatic classes, lessons, and programs including swimming, lifesaving, and water safety.
- Maintain a variety of daily checklists and maintenance records.
- Issue season passes and register pupils for swimming lessons and aquatic programs.
- Accept payment of fees; prepare and issue receipts; maintain records and files.
- Perform routine pool and facility maintenance.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Lifesaving and water safety techniques.
- Aquatic facilities and the equipment related to aquatic programs.
- Occupational hazards and standard safety precautions.
- General cash handling procedures.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work.
- React with good judgment in an emergency situation.
- Communicate clearly and concisely.
- Work an irregular schedule, including early mornings, nights, weekends and holidays.
- Understand and carry out oral and written directions.
- Perform general clerical work, including maintenance of appropriate records and compiling information for reports.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

No minimum education requirements.

Experience:

One year of experience as a Lifeguard and/or Swim Instructor is desirable. Some experience with cash handling is desirable.

Licenses:

Possession of or ability to obtain prior to beginning work:

- Current American Red Cross Lifeguard Training, First Aid, and CPR for the Professional Rescuer Certificates.
- Any other certificates which may be legally required.

TOOLS AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; telephone.

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 frequently required to swim, walk, sit, and talk, or hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl.

Due to the physical nature of the position, the employee is frequently required to lift up to 20 pounds. The employee must occasionally lift, carry, push, pull, and/or move up to 100 pounds with assistance in order to perform pool rescues when required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein 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 occasionally required to operate motor vehicles and foot pedals, is frequently exposed to machinery, electricity, and heights. The employee may occasionally be required to operate power tools. The employee is frequently exposed to outside weather conditions, which may include extreme hot, cold, windy, and other seasonal conditions. The employee is occasionally exposed to wet and/or humid conditions, and continuously exposed to chemicals and fumes associated with general pool operations, although safety equipment such as face masks are provided. The noise level in the work environment is usually quiet while inside and moderately noisy when in the field.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Received and Reviewed by:

Employee Signature

Date