



HEAD LIFEGUARD

Department: **Recreation/Aquatics**

Class Code:

Reports to: **Pool Manager**

FLSA Status:

Non-Exempt

GENERAL PURPOSE: Under general supervision, plans and provides swimming instruction for patrons at the Aquatic Facility.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and direct duties and activities of lifeguard staff.
- Develops and implements lesson plans for various levels of swim instruction.
- Participates in in-service training.
- Completes various reports for the Red Cross.
- Performs inventory of supplies.
- Monitors patron activities to ensure appropriate conduct and safety.
- Participates in teaching patrons at all class levels.
- Participates in the cleanliness of the facility.
- Enforces all facility policies, rules and regulations; reports patron issues to the supervisor.
- Recognizes and responds to emergencies; follows all procedures and policies.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.
- Oversees rotation and schedule of lifeguard staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

One year of experience planning and developing swim instruction programs at various levels or an equivalent combination of education, training and experience.

JOB DESCRIPTION

Head Lifeguard

Required Licenses or Certifications:

First Aid/CPR certification.

Lifeguard Training certification.

Water Safety Instructor certification.

Must be at least 16 years of age.

Required Knowledge of:

- Principles and practices of swimming instructional planning and programming.
- Pool equipment.
- Laws and regulations governing aquatic programs and activities.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Maintain and stimulate interest in swimming instructional activities.
- Provide a high level of customer service.
- Tactfully handle disciplinary situations with patrons.
- Make practical applications of proper lifesaving techniques and universal health and safety precautions.
- Maintain sensitivity to professional ethics, gender, cultural diversity and disabilities.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed primarily in a outdoor environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 40 pounds. Required to stand and sit for long periods. Required to swim and tread water for long periods. May be exposed to extreme hot or cold temperatures for more than one hour. Vision requirements include close and far ability. Required effective hearing capacity.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		2/23/2017	Minimum Qualifications			

APPROVED: _____

DATE: _____