



SENIOR LIFEGUARD/INSTRUCTOR

Department/Division:	Parks and Recreation
Reports To:	Recreation Coordinator
Provides Direction To:	N/A
Date Updated:	July 5, 2022

GENERAL PURPOSE

Under general supervision, assists in the organization and leadership of aquatics programs and training of pool personnel; teaches swimming lessons and specialized aquatic classes to the public; monitors the use of the swimming pool and enforces safety rules; and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 this position.

1. Assists the supervisory team or provides direct leadership to lifeguards and instructors and volunteers for daily activities.
2. Creates and updates work schedules and uploads program schedules in registration software; checks timesheets; provides active and on-going feedback of lifeguards and instructors.
3. Opens and closes facilities.
4. Conducts or assists in the instruction of swim classes and fills in as Lifeguard.
5. Performs water rescues and administers first aid, AED, and CPR if necessary.
6. Enforces and explains pool regulations and policies and answers questions regarding aquatics operations.
7. Assists in the maintenance of operational equipment, pool areas, and locker room for cleanliness and safety.
8. Completes accident, incident, and water rescue reports.
9. Attends weekly staff meetings and assists with monthly in-service training sessions.
10. Assesses conditions for safety and initiates aquatics emergency action plan as required.

11. Works different shifts, evenings, and weekends, as needed.

QUALIFICATIONS GUIDELINES

Knowledge of:

Various aquatics programs, including swim instruction, pool maintenance, first aid and CPR; department policies and procedures involving water safety reporting and class registration procedures; customer service techniques; pool water safety and facilities rules and regulations.

Ability to:

Communicate effectively both orally and in writing to co-workers, the public and administrators; develop and maintain positive work relationships; prepare and submit written reports and provide performance evaluation feedback; effectively analyze emergency situations and make sound decisions with minimal supervision.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to high school graduation.

Experience: Two or more seasons as a lifeguard or swim instructor, and organizing and conducting aquatics programs is required.

Licenses/Certificates/Special Requirements:

American Red Cross Lifeguard Training with CPR/AED and First Aid for the Professional Rescuer.

Ability to work different shifts, evenings, and weekends.

Complete Mandated Reporter training within 6 months of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

Maintain physical fitness, including the ability to swim 300 yards, tread water, and lift, retrieve, and move over 100 pounds, including heavier swimmers and maintain stamina in all types of weather. Ability to exert moderate physical effort in standing and walking, and stooping, kneeling, crouching, and crawling, and carrying, pushing, or pulling objects. Ability to lift and carry pool equipment, supplies, and furniture weighing up to 50 pounds. Additional testing requirements are established by the department. Sensory demands include the ability to talk and hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; and interact with patrons, staff, and the general public, and handle conflict situations involving the enforcement of safety standards and practices.

WORK ENVIRONMENT

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

The employee is constantly exposed to wetness and moisture and works outdoors under variable weather conditions. The employee may be exposed to chlorine, acids, and other chemicals at aquatic facility, as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset facility users and general public while enforcing departmental policies and procedures and safety requirements. The noise level varies between being moderate and loud depending upon pool play and number of users and typically ranges from 70 decibels to 80 decibels or higher. The employee is expected to work variable hours, including different shifts, evenings, and weekends.