



245 East Bonita Avenue  
San Dimas, CA 91773-3002

## ***SUPERVISING LIFEGUARD***

### **Job Summary**

Under general supervision of the Recreation Coordinator at the San Dimas Swim and Racquet Club, the Supervising Lifeguard/Instructor will organize, and evaluate daily pool operations and staff. Supervising Lifeguard/Instructor will supervise aquatic staff, maintenance staff, set guarding rotations, and perform duties related to instructors and lifeguards. Supervising Lifeguard/Instructor will inspect and observe pool area, monitor patrons and staff, and respond to potential hazards and unsafe conditions.

### **Representative Duties**

- Ensure an excellent customer experience.
- Oversee the daily operations of the Swim and Racquet Club.
- Plan, develop, conduct, supervise, and manage a wide variety of activities regarding the operations of the Swim and Racquet Club.
- Act for the Recreation Coordinator in his/her absence.
- Perform training and supervision for lifeguards, instructors, senior lifeguard/instructors, other aquatic staff, and maintenance staff.
- Maintain accurate records, prepare thorough reports, and written communications as needed.
- Take charge of emergency situations and provide emergency care as necessary.
- Assign job responsibilities such as facility clean up and maintenance.
- Test and monitor water chemistry and clarity; and inspect facilities.
- Assist in citywide special events.
- Adhere to City and Departmental policies and procedures.
- Perform related duties as required or assigned.

### **Organizational Relationship**

The Supervising Lifeguard/Instructor is a part time hourly position. This class receives assignments from and reports to the Recreation Coordinator.

### **Desirable Qualifications**

Must possess excellent customer service skills.

**Knowledge of:** Policies, procedures, and regulations governing the conduct and safety of persons using aquatic equipment and facilities. Principles and practices of aquatic programming, supervision

methods, facility management, American Red Cross swimming and lifeguard standards, safety practices, and pool chemistry, lifesaving techniques, CPR/AED, and First Aid. Methods, materials, and equipment involved in the maintenance and operation of swimming pools.

**Ability to:** Organize, conduct, and supervise a variety of aquatic programs. Pass initial and follow-up tests of safety and pool procedures. Swim with proficiency and endurance. Read, understand, and carry out written and oral directions. Exercise good judgment, courtesy, and tact with staff and the public. Assign tasks when needed. Must be able to lift up to 50 lbs. Work varied shifts, including nights, weekends, and holidays.

### **Experience and Education:**

**Experience:** A minimum of **four seasons** of as a lifeguard and instructor and **two seasons** of aquatic leadership.

**Education:** Applicants are required to have graduated from high school.

### **Required Certificates**

- American Red Cross Lifeguard Certification and First Aid;
- American Red Cross CPR/AED for the Professional Rescuer;

### **Testing Criteria**

Testing includes In-Water Skills Test, Certifications and Oral Interviews. Components of this test are **not** pass/fail. Rather, candidate's total points will be reviewed and considered when making final hiring selections.

### **In-Water Skills Test**

- Treading water for 60 seconds with 10 pound swim brick (keeping head and swim brick above the surface of water);
- 25 yard dive and approach swim (head up) in 18 seconds or less;
- 25 yard swim retrieval and tow with 10 pound swim brick (keeping head and swim brick above the surface of water) in 70 seconds or less; and
- 200 yard swim in 3 minutes and 30 seconds or less (participants are scored based on 15 second increments).