

Weed Recreation & Parks District

Position Description

Position: Lifeguard	Salary: Dependent on Qualifications
Location: Weed Community Pool	FLSA: Non-Exempt
Evaluated by: Pool Supervisor	

Summary

Lifeguard is responsible for the safety and well being of the patrons entering the pool; and assisting in aquatic guarding and instruction as needed at the Weed Community Pool at Bel Air Park. May also teach group or private lessons at the Weed Community Center Pool during the off season.

Supervision Received and Exercised

This position receives direct supervision from the Pool Supervisor, limited supervision from the Pool Manager, and occasional supervision from the District Administrator. The position exercises no supervision over other employees.

Essential Duties and Responsibilities (include but are not limited to)

- Ensure safety of pool patrons by enforcing established pool rules, provide life-guarding services. Respond to emergency situations when they arise. If necessary, administer CPR/First Aid.
- Report incidents and accidents to Pool Supervisor. Prepare and submit accident/incident reports.
- Provide excellent internal and external customer service. Create a positive experience for patrons through professional and courteous behavior. Respect diversity in the workplace. Participate in pool and birthday party rentals.
- Inspects pool facilities, equipment and water to ensure that they are safe and usable. Maintain safe and sanitary pool conditions which includes, but is not limited to checking, documenting, and making adjustments to pool chemicals at regular intervals as assigned by Pool Supervisor and Certified Pool Operator.
- Practice safe work habits and contribute to the safety of self, co-workers and the general public.
- Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants.
- Assist at the front desk. Greet public; provide information and assistance regarding schedules, registration, lesson descriptions and other general information over the phone and in person. Assist patrons in using reservation software for lessons.
- Perform general housekeeping and cleaning duties in and around the pool and locker room areas.
- Work scheduled shifts and attend in-service trainings, orientations and other staff meetings.
- Instructs or assists in classes in fundamentals of swimming as approved by Pool Supervisor.
- Complete applicable reports and records.
- Perform related duties as assigned.

Knowledge of:

- Safe aquatic practices
- Tools, materials and equipment needed to maintain swimming pools
- Principles of group dynamics and group interaction
- Emergency procedures and accident site management.
- Basic office procedures, practices and equipment.
- Basic arithmetic, spelling, English and grammar.

Ability to:

- Swim proficiently and demonstrate comfort in the pool.
- Instruct the fundamentals involved in the area of assignment
- Perform general clerical work including maintenance of appropriate records and compiling information for reports under minimal supervision
- Operate a cash register computer, calculator, telephone system, fax machine and other related office equipment.
- Identify and prevent hazards, implement solutions, maintain safe environment.
- Follow written and oral instructions and accept constructive feedback and direction from supervisor
- Speak clearly and concisely, in English
- Interpret, explain, follow and apply District policies and written instructions.
- Communicate courteously and cooperatively with other staff and the general public on the telephone or in person, including handling difficult or irate people.
- Establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.
- Assume a schedule of flexible working hours, including weekends and evenings.
- Work in a group or individual situation, with minimum supervision.
- Maintain a neat, professional appearance.

Licenses, Certificates and Other Requirements:

- Be able to successfully complete current CPR, First Aid and American Red Cross Life Guarding certifications provided by WRPD staff. The Life Guarding training includes in-water skills test and written examination on lifeguard skills and safety.
- Must wear required uniform while on duty.
- Must be at least 14 years of age or older and provide a work permit.

Environmental and Training Guidelines:

Any combination of experience and training that would provide the required knowledge and ability to perform the duties as outlined is qualifying.

Working Conditions:

- Mostly working outdoors in a pool environment and during hours of operation in an environment that is quite busy and noisy.
- The flow of work and character of duties involve extreme care and concentration.
- Manual dexterity and coordination required making up more than 50% of the work period.
- Incumbents may be in the water for long periods of time and exposed to a variety of environmental elements, including: dust, noise, pool chemicals and other irritants.
- Most work hours will be outdoors and may be exposed to varying weather conditions which could include cold, rain and extreme heat.
- Physical exertion required, including: lifting, climbing, bending, squatting, reaching and safely walking on wet deck surfaces in a hot, humid environment.
- Requires repetitive foot, arm, shoulder, hand, and back movements while performing swimming instruction. Occasionally dealing with distraught or difficult people.