



Job Title: **Head Lifeguard**  
Category: Part-Time  
Shift: Various hours and days including nights, weekends, and holidays  
FLSA Status: Non-Exempt  
Pay Range: \$11.50 - \$12.00 Hourly

Created or Revised Date: 12/14/2018

### **SUMMARY:**

Under general direction of the Pool Manager, the Head Lifeguard position is responsible for the direct oversight of the Lifeguard staff; general safety and conduct of patrons; and assist with pool maintenance and chemical record keeping and reporting. The Head Lifeguard will be included in lifeguard rotation and teach various American Red Cross courses. The Head Lifeguard must work successfully in a team-oriented atmosphere that provides citizens and other employees with accurate information, excellent customer service and human relation skills.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Carbon Valley Parks and Recreation District retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.

### **General Duties:**

- Direct and perform general pool maintenance and cleaning duties, including chemical testing, balancing, and monitoring the pump room area.
- Assist with performing routine pool maintenance/operations including but not limited to backwashing, filling/draining hot tub, etc.
- Ensure all proper paperwork is completed during shifts, including Head Lifeguard reports, chemical and attendance logs, and accident/incident reports where applicable.
- Identify and/or recommend maintenance, improvement, or repair of facility equipment, property, and operational procedures to ensure safety, efficiency, and fiscal responsibility.
- Notifies supervisor if material (i.e. cleaners, first aid supplies, etc.) are needed.
- Enforce District guidelines, policies, and pool rules in Aquatic area to ensure employee and public safety.
- Direct and perform patron surveillance and ensure patron safety at all times in and around the pool area.
- Instructs various American Red Cross courses within areas of program responsibility such as swim lessons, lifeguard courses and CPR/AED/First Aid courses.
- Maintain proficiency of all Lifeguard skills by attending monthly in-service trainings, and leading or assisting supervisors with in-services and other staff meetings as requested.

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- Attend and assist with staff meetings, trainings and in-services.
- Implement the Aquatic Department's Emergency Action Plan when needed, and act as first responder and point of contact/support for Lifeguard Staff.
- Be able to demonstrate and perform CPR/AED/First Aid for the Professional Rescuer and all Lifeguarding skills and assists per American Red Cross standards and be able to demonstrate these to subordinate and supervisory staff.
- Inspects facility for cleanliness; assists with daily pool, locker room and deck cleaning.
- Assist with special projects and special events on behalf of the District as needed and assigned.
- Exceptional customer service and conflict resolution skills.
- Must be able to communicate clearly and effectively in both oral and written form.
- Perform related work as required and assigned.

### **Supervision/Development of Subordinates:**

- Ability to supervise and manage the Lifeguard staff and directly oversee all Lifeguard duties.
- Assists Pool Manager in training subordinate staff in performance of their duties by providing direction, oversight and leadership to assigned staff.
- Lead staff by example; remain calm and collected in stressful situations with staff, patrons, and in the event of an emergency.
- Assist Aquatics Coordinator and/or Pool Managers in evaluating work with on-stand evaluations, red cap drills and other evaluation training methods.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Team Work** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a

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positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.

- **Motivation** - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

## **QUALIFICATIONS:**

### **Required Qualifications:**

- American Red Cross CPR/First Aid/AED for the Professional Rescuer Certification or equivalent certification
- American Red Cross Lifeguarding Certification or equivalent certification
- American Red Cross Water Safety Instructor Certification or equivalent certification
- Six months working experience as a Lifeguard
- 18 years of age
- Must be available to work all shifts including days, nights, weekends and holidays
- The ability to pass a skills test, including a 300-yard swim using front crawl and breaststroke, tread water for 30 seconds without the use of hands, swim 20 yards, do a surface dive to a depth of 7-10 feet, retrieve a 10 lbs. brick and swim on their back with it for 20 yards.

### **Preferred Qualifications:**

- 1 or more years of experience working as a Lifeguard
- Some experience managing and/or leading subordinate staff
- Lifeguard Management Certification

## **PHYSICAL DEMANDS, JOB LOCATION AND EQUIPMENT UTILIZED:**

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 regularly exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold (non-weather); extreme

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heat (non-weather);risk of electrical shock. The noise level in the work environment is usually loud.

All duties within this position require physical strength and ability. The employee must be able on occasion to lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

**This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee may perform other duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.**

**Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interview, reference checks, background checks that may include, local police check and, driving check through DMV.**