

Position Description

Title:	Head Lifeguard
Work Schedule:	Seasonal, 40+ hours per week, March-Labor Day
Department:	Aquatic Center
Supervisor:	Pool Manager

Function:

The fundamental function of this position is to be responsible for water safety, public relations, and transmission of matters of policy and procedures at the Omro Family Aquatic Center. The main responsibility of the Head Lifeguard is to be responsible for the lifeguard and swim lesson operations. The Head Guard will be required to be proficient in lifeguarding skills and be able to serve as a general lifeguard if necessary. In addition to general lifeguarding duties, the Head Guard is responsible for the pool grounds, bathhouse, supervision of lifeguards and other pool staff. The Head Guard works under the Pool Manager and Assistant Manager (if applicable) and is required to maintain close contact and communication with them regarding all matters pertaining to the aquatic center operations. The Head Guard will be responsible for all operations in the event that the Pool Manager and Assistant Manager are not on site.

Duties, Responsibilities and Work Performed:

- Provide all pool operations when the Pool Manager is not on site.
- Serve in a public relations capacity.
- Properly respond to patron complaints and communicate them to the Pool Manager.
- Responsible for making changes to staff schedules as necessary.
- Add or send staff home for the day to ensure safe and proper operations.
- Supervise the front desk/concessions staff.
- Perform front desk and concession operations.
- Handle large amounts of money and conduct simple accounting.
- Season preparation and hiring.
- Plan and lead staff trainings.
- Complete appropriate forms as necessary, such as; daily logs, incident reports, checklists, deposit sheets, swim lessons, rental forms.
- Keep records of lifeguard progress, problems and accomplishments.
- Provide courteous and expeditious customer service.
- Present yourself as a favorable public image at all times to patrons and city staff.
- Emphasize preventative lifeguard while supervising the facility as well as at inservices.
- Ensure policies, rules and regulations are observed and enforced so no hazard is created.
- Warn patrons of improper or dangerous activities.

- Deal with disciplinary issues that may arise.
- Provide rescue to distressed or drowning patrons.
- Serve in a leadership role during emergency situations.
- Administer first aid or artificial respiration in the event of an injury or emergency.
- Immediately report emergencies to Pool Manager.
- Ensure pool facilities are clean and clear of debris.
- Maintain and care for facility equipment and inform Pool Manager of equipment that is unsafe and needs repair or replacement.
- Provide assistance in instruction of swimming lessons.
- Continue training and maintain good physical condition.
- Adhere to city rules, regulations and expectations as an employee.
- Adhere to safety rules, policies and guidelines of the city, county, or state.
- Perform all other duties and responsibilities as assigned by the Pool Manager.
- Communicate effectively with all members of the management team.

Qualifications for Position:

Qualified candidates for the Head Lifeguard position must:

- Have attained a minimum age requirement of 18 years.
- Previous employment at the Omro Family Aquatic Center preferred, but not required.
- Serve as a lifeguard at any location for at least one year.
- Possess a valid Lifeguard Certificate: Red Cross, YMCA, or Ellis and Associates Lifeguard Certificate. Certificate must be valid for duration of employment.
- Possess a valid CPR, First Aid, AED Pro Certificate: Red Cross, YMCA, or Ellis and Associates Certificate. Certificate must be valid for the duration of employment.
- Have knowledge of water hazards, lifesaving and rescue techniques and first aid.
- Be able to swim with proficiency and endurance for possible rescues.
- Successfully complete pre-season training and two-week probationary period.
- Maintain constant observation of facility and note any sign of trouble that may escalate into an emergency.
- Demonstrate good judgment and appropriately respond to emergency situations.
- Make decisions that are in the best interest of all involved in the situation or facility.
- Remain calm and efficient under stress as well as demonstrate commitment, discretion and integrity.
- Have knowledge of policies, rules and regulations governing swimming pool operations.
- Be able to communicate effectively with patrons and staff.
- Uphold all staff policies and guidelines and discipline staff appropriately.
- Have the ability to work under minimal direct supervision as well as the ability to supervise other staff.
- Effectively instruct staff in the techniques of lifeguarding and swim instruction.
- Transport materials weighing up to 50 pounds.
- See and hear in normal range with or without correction.
- Work indoors and outdoors with a variety of environmental conditions.