

# Position Description

<b>TITLE:</b>	<b>Head Lifeguard</b>
<b>WORK SCHEDULE:</b>	<b>Seasonal Part-time to Full-time Memorial Day through Labor Day</b>
<b>DEPARTMENT:</b>	<b>Parks</b>
<b>SUPERVISED BY:</b>	<b>Pool Manager</b>

## **FUNCTION:**

The Head Lifeguard is an entry-level position in the Recreation Division of the Parks and Recreation, which is responsible for water safety, public relations, and transmission of matters of policy and procedures of the Omro Family Aquatic Center. In addition to performing general lifeguard duties, the Head Lifeguard is responsible for the pool area, bathhouse, supervision of lifeguards and other pool staff related work as required. The Head Lifeguard works under the supervision of the Pool Manager, and is required to maintain close contact and communication with the Pool Manager regarding all matters pertaining to the aquatics operations.

## **DUTIES, RESPONSIBILITIES AND WORK PERFORMED:**

- Provide all pool operations when the Pool Manager is not on site.
- Responsible for adjusting work schedules as situations warrant.
- Has authority to add or lay off staff for the day to ensure the safe and proper operations of the facility.
- Supervise the front desk staff.
- Serve in a public relations / information capacity.
- Season preparation.
- Assist in training aquatics staff.
- Responsible for scheduling and supervision of swim lesson session.
- Complete appropriate forms as needed, such as daily opening and closing checklists, daily logs, incident reports and schedule changes;
- Keep records of lifeguard progress, problems, and accomplishments.
- Provide weekly reports to the Pool Manager.
- Provide courteous and expeditious customer service as well as presenting a favorable public image at all times to the patrons and city department staffs.
- Provide alert, preventative lifeguard skills while supervising swimming activities in and around the aquatic center pool to ensure that policies, rules and regulations are observed and enforced and that no hazard to safety is created;

- Warn swimmers of improper activities or danger; enforces pool regulations and water safety policies;
- Provide rescue to swimmers in distress or in danger of drowning;
- Administer first aid in the event of injury;
- Administer artificial respiration or other life saving techniques if necessary.
- Immediately report any emergencies to the Pool Manager.
- Clean the pool and related facilities, and equipment of debris or dangerous articles which may lead to a safety hazard to staff or patrons;
- Maintain and care for facility equipment and inform supervisor of equipment that is unsafe or that is in need of replacement or repair.
- Providing assistance in instruction of swimming fundamentals classes;
- Continue training and maintain good physical condition;
- Routinely adhere to and maintain a positive attitude towards city and department goals;
- Adhere to safety rules, policies and guidelines of the city and department and perform other related work as required by supervisor.
- Provide all other duties and responsibilities as assigned by the Pool Manager.

## **QUALIFICATIONS FOR POSITION:**

Qualified candidates for the Head Lifeguard position must:

- Must have attained a minimum age requirement of 18 years.
- Possess a valid Lifeguard Certificate: Red Cross Lifeguard Training Certificate, YMCA Lifeguard, or Ellis and Associates Lifeguard Certificate. Certificate must be valid for the duration of employment;
- Certification in Water Safety Instruction preferred but not mandatory.
- Possess valid CPR, First Aid and Safety Certificates: Red Cross Standard First Aid Certificate or American Red Cross Community First Aid and Safety Certificate or National Safety Council Standard First Aid Certificate or Medic First Aid Certificate and American Heart Association CPR Level "C" BLS (Basic Life Support) Certificate or American Red Cross Community CPR Certificate or American Red Cross CPR for the Professional Rescuer Certificate are required. Certificate must be valid for the duration of employment;
- Certification in Automated External Defibrillator and Oxygen Administration preferred but not required;
- Have knowledge of water hazards, lifesaving techniques and rescue methods;
- Have knowledge of First Aid as applied to accidents in water and surrounding area;
- Successfully complete pre-season training and a two week probationary period;
- Pass a pre-employment controlled substance and basic physical screening;
- Be able to swim with proficiency and endurance for possible rescues;
- Have the ability to maintain constant observation of an assigned area and note any sign of impending trouble that may escalate into a dangerous situation;
- Demonstrate good judgement in evaluating, recognize dangerous and emergency situations and take appropriate action;

- Remain calm and efficient under stress as well as demonstrate commitment, discretion and integrity;
- Have knowledge of policies, rules and regulations governing swimming pool operation and be able to communicate such to the public;
- Have ability to follow oral and written instructions, supervise activities, give directions, and enforce rules and regulations;
- Possess mental alertness, tact, courtesy and the ability to establish and maintain effective working relationships with city officials, other employees, related business associates and the public.
- Have ability to work under minimal direct supervision along with ability to supervise volunteers and support staff;
- Effectively instruct persons in the techniques of swimming and water safety;
- Transport materials and supplies weighing up to 40 pounds;
- See in the normal visual range with or without correction;
- Hear in the normal audio range with or without correction;
- Work indoors and outdoors in a variety of environmental conditions, including high temperatures, humidity, moisture and distracting noises.

Effective:

Updated: January 09, 2009

Approved: