

# Job Description – Lifeguard

## JOB SUMMARY:

Under the direction of the Recreation Supervisor, Aquatics Coordinator, namely Head Guards, the Lifeguard monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing the following essential duties and responsibilities listed below.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain vigilance of guests/swimmers by consistently scanning swimmer protection zones to maintain the E&A “10/20 Protection Rule”
- Cautions swimmers regarding unsafe activities and enforces facility rules.
- Rescue swimmers in need of assistance, administer first aid or CPR when needed and report all incidents to the Recreation Supervisor and headstaff.
- Work cordially with all staff, patrons, and guests of our facility.
- Clean bathrooms, lobby, locker rooms or deck area as needed.
- Installs or removes lane lines and starting blocks.
- Has the ability to perform the physical and cognitive skills necessary to achieve and maintain a lifeguard certification.
- Gain knowledge and understanding of Park District policies and procedures and see that they are adhered to at all times.
- Maintain safe and sanitary pool conditions. This includes performing routine maintenance tasks to keep the pool clean and safe (including preseason and postseason preparations and after closing cleaning procedures).
- Report any problems with safety equipment to Aquatic Management.
- Participate in random “in-house” lifeguard audits conducted by the Aquatic Management or an outside agency.
- Rotate around the facility as instructed by Aquatic Management while actively scanning the proper zones.
- Perform all other duties assigned by Aquatic Management to the best of your ability.
- Act in a mature, responsible way in all aspects of the job.
- Attend staff orientation and all pre-season training as directed.
- Prevent accidents, injuries, and drowning by reducing hazards and hazardous behavior.
- To be prepared at all times to rescue, resuscitate and give first aid without further endangering the injured persons.
- Wear the Park District issued professional uniform
- **LADIES: NO 2 PIECE BATHING SUITS**
- To safeguard all persons from injury or drowning through alertness, being helpful and friendly to patrons, and firm, courteous enforcement of pool rules.

- To be familiar with the location of all emergency equipment and first-aid supplies
- Know and enforce all pool rules and regulations by using common sense and judgment.
- Know the emergency procedure to be followed in case of an accident or drowning.
- Know the lifeguard rotation at assigned area and responsibilities of each lifeguard station.
- Remain at the assigned station while on duty.
- Attend all scheduled shifts and one lifeguard in-service training meeting a week.
- Adhere to time clock procedures and keep accurate and neat records of time worked.
- Perform daily cleaning assignments for the facility as directed by Recreation Supervisor or those persons acting in authority. Daily cleaning assignments responsibilities including but are not limited to removing garbage and debris from the pool deck, vacuuming the main pool, power washing pool area and concessions as needed, watering planters, pulling weeds, washing and waxing waterslide as necessary, skimming debris off the pool surface, scrubbing scum line, cleaning pool grates, or other duties assigned.
- Constantly report any broken safety or mechanical equipment to management.
- Complete any other assigned task given by the management staff.
- Assisting other employees with their jobs during rush periods.
- Complete minor maintenance work on pool facilities or grounds during off periods of the day.
- Maintain flexibility regarding scheduling of hours due to rentals and special events and assist with both as needed.
- Assist with swimming lessons or other programs when necessary.
- The Park District encourages its employees to “take ownership” of the Park District. As such, it shall be the responsibility of all Park District employees to pick up litter throughout the buildings, grounds, and facilities of the district.

## HOURS:

- Minimum 20 hours per week; maximum 40 hours per week. Aquatic Center opens up the Saturday prior to Memorial Day and closes on Labor Day. Must be able to work the entire season unless otherwise discussed and approved.
- Mandatory working days for the 2023 season are May 27th & 28th, July 4th, July 27th-30th and August 3rd-6th

- **Be on time for work**

## SAFETY AND RISK MANAGEMENT RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Maintains a working knowledge of all general agency and departmental specific safety rules.
- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the recreation department.
- Uses material handling equipment or staff assistance when lifting and/or moving objects 50 lbs. or greater.

- Promptly report to the Recreation Supervisor or member of Safety Committee all unsafe actions, practices or conditions observed.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to their immediate supervisor.
- A Criminal Background Check will be conducted on each employee hired.
- Observe and follow all Park District safety policies and regulations. The safety of staff and participants are a continuing responsibility of all employees.
- Keep your eyes on the pool surface at all times while on duty. Establish a definite pattern of scanning the zone area.
- Be exceptionally watchful of swimmers underwater or those on the surface along the pool wall.
- Never look away from or turn your back to the pool while on duty.
- Do not converse with patrons unless it relates to the job at hand and do it without taking eyes off the pool.
- Sit in a rescue ready position when in the guard chair in an alert manner.
- Do not unnecessarily blow whistle or twirl whistle on finger.
- Never leave the pool unguarded.
- When changing stations, one lifeguard should always be scanning the pool.
- Report bathers with open sores, skin disease, inflamed eyes or any other condition that could endanger the health of others to management.
- USE PREVENTATIVE LIFEGUARDING by reminding swimmers or resolving problems before they get more serious.
- No jewelry or watches are to be worn while on duty.

Must be able to use personal protective equipment based on job specific tasks and may include, but not limited to, the following:

- Safety goggles/glasses
- Earplugs, ear covers
- Appropriate work boot/footwear
- Protective gloves
- Helmets
- Respirators

## COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies: The lifeguard must be able to perform life-saving techniques including in-pool rescues, CPR, AED administration and first aid under stressful conditions.

- Safety and Security- Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality- Demonstrate consistent attendance and on time arrival.
- Dependability- Follow instructions and respond to management direction; take responsibility for your own actions; keep commitments; and complete tasks on time.

- Professionalism- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills- Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork- Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Customer Service- Manage difficult or emotional customer situations; respond to requests for service and assistance; and meet commitments.
- Planning/Organizing- Prioritize and plan work activities and use time efficiently.
- Judgment- Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in the decision-making process; and make timely decisions.
- Problem Solving- Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication- Listen and get clarification; and respond well to questions.
- Organizational Support- Follow policies and procedures.
- Technical Skills- Must maintain lifeguard and CPR certifications.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lifeguard must be able to continuously swim a distance of 200 yards (without resting), with using front crawl and or breast stroke
- Retrieve a 10lb weight in the specified depth of water

## Education and/or Experience:

- Individuals must be a minimum of 16 years of age.
- Must have and provide a current Jeff Ellis Management Lifeguarding Certification (Provided by the Park District) with CPR/AED for the Professional Rescuer and First Aid that doesn't expire before the end of the Aquatic Center season.

## Language Skills

- Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small-group situations to customers, patrons and other employees.
- Demonstrate ability to communicate verbally with people of all ages and have a desire to serve the public.

- Must be friendly, polite and organized.
- Ability to handle conflict.

### Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume and Distance.

### Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized Situations.

### Other Qualifications

- Must demonstrate vision capabilities of 20/30 corrected or best corrected. Lifeguards must wear corrective eye wear to maintain 20/30 or better vision while lifeguarding.
- Lifeguards must wear sunglasses at all times while lifeguarding.

### Physical Demands

The physical demands described here are representative of those an employee must meet 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 In this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and climb of balance. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms, and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 outside weather conditions including water, sun, high humidity, excessive heat and cold. The noise level in the work environment is moderate