



# GENOA TOWNSHIP PARK DISTRICT

## LIFEGUARD JOB DESCRIPTION

### Summary

Under the direction of the Aquatics Director and Pool Managers, the Lifeguard is responsible for ensuring the safety of patrons of an aquatic facility by preventing and responding to emergencies. Monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties as assigned.

- Provide a friendly and positive atmosphere for park district patrons, maintain professionalism, and uphold the image of the park district.
- Maintain a safe pool environment, be alert and ready to act on potential emergency situations, and check patrons for conditions that may endanger others.
- Handle disciplinary problems among patrons.
- Enforce all rules with the public.
- Know and use emergency procedures and equipment when necessary.
- Perform First-Aid as needed and document all incidents and accidents.
- Attends all pre-season trainings and meetings.
- Help keep pool deck free of debris and clutter throughout the day.
- Maintain cleanliness of pool and equipment.
- Helps keep lifeguard break room clean and organized each day.
- Inspect locker rooms periodically to ensure there is proper clean-up of garbage and debris throughout the day and to minimize vandalism.
- Stows rescue equipment at the end of each day.
- Attend mandatory in-service training throughout the summer.
- Performs all opening and closing procedures.
- Rotates appropriately and efficiently.
- Assist with pool rentals/parties.
- Perform any additional related tasks as required.

### Safety and Risk Management

- Maintains a working knowledge of all general agency and departmental-specific safety rules.
- Uses material-handling equipment or staff assistance when lifting and/or moving objects **50 lbs. or greater**.
- Promptly reports any work-related or patron injuries to supervisor.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.

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

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

### Supervisory Responsibilities

This job has no supervisory responsibilities.

## 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 own actions; keep commitments; and complete tasks on time or notify appropriate person.
- 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 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 as prescribed by the agency.

## Qualifications

To Must possess strong swimming skills along with the ability to communicate instructions in a professional and keen manner. Must have strong interpersonal skills and work well with the public and other staff. Have the ability to establish a positive rapport by using tact and discretion with participants, parents, and staff. Must display a high degree of emotional maturity while keeping difficult situations in proper perspective. Must be detail oriented, and able to process information accurately. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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 perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

## Education and/or Experience

Less than high school education.

## 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.

## **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.

## **Computer Skills-N/A**

### **Certificates, Licenses, Registrations**

American Red Cross Lifeguard and CPR for the Professional Rescuer

## **Other Qualifications**

Must demonstrate vision capabilities of 20/30 corrected or best corrected. Lifeguards must wear corrective eye wear at all times 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 this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and climb or 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 100 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.