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**Position Description**  
**Swimming Pool Lifeguard and/or Head Lifeguard**  
**Seasonal**

**FLSA Status: Non-Exempt**

**ESSENTIAL FUNCTIONS OF THE POSITION:**

The purpose of this position is to establish and maintain a safe environment for people who attend the community swimming pool. Lifeguards are charged with the safety of patrons, quality of programs and maintenance of the pool facilities and equipment. Works under the supervision of the Pool Manager or lead lifeguard, whomever is in charge at the time.

The following are examples of the job duties but do not include all the possible tasks to be performed:

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Maintains a safe and well-disciplined environment for all patrons of the swimming pool at all times and enforces all rules of the pool.
- Promotes a safe aquatic facility by instructing patrons in aquatic safety and swimming pool rules in accordance with established policies and procedures.
- Demonstrates a cooperative, service-oriented attitude toward members of the public. Answers inquiries and handles complaints from the public.
- Remains vigilant, scans and monitors all patrons in swimming pools and responds immediately in the event of an emergency in accordance with American Red Cross, OSHA and facility procedures, guidelines and standards.
- Maintains necessary physical fitness level to respond effectively to any emergency.
- Clears swimmers from pools according to the village pool procedures for inclement weather, emergencies, rest periods, drills and closing.
- Conducts first aid as needed.
- Accurately completes all required reports and documentation as required.
- Visually monitors water levels and clarity, and reports abnormalities to the Pool Manager.

- Maintains orderliness, cleanliness and sanitation of pools, pool facilities, deck areas and grounds, storage and work areas.
- Cares for and maintains all pool equipment and property.
- Reports any needed repairs or malfunctioning equipment to the Pool Manager.
- Assists in all areas of pool operations as requested.
- Practices and encourages fellow staff to practice customer service excellence.
- Assists with teaching swimming lessons as required.
- Assists with the daily cleaning of the pool, pool building, shelter house areas and around the outside of the fence, to include keeping the changing and restroom areas clean and sanitized, disinfecting the floors and pool decks daily, and polices the area to keep litter and debris from the pool grounds.
- Assists with the daily maintenance of the pools by vacuuming and ensuring that the tests for water quality are performed and any corrective steps required are performed to keep the pool in compliance with state water quality standards.
- Will be required to work whatever shift scheduled and may be called in to assist with other shifts if need arises. Will also be required to work pool parties when scheduled.
- Follow procedures for requesting time off as required by Village procedures.
- Practices and promotes customer service excellence by all staff including interpreting policies and procedures for patrons and processing and following through on customer concerns and complaints.
- Attends all required training programs and meetings.
- Performs other duties as assigned.

**A Lifeguard may be designated as Head Guard with these additional responsibilities:**

- Assists the Pool Manager and assumes the Manager's duties when absent.
- Collaborates with the Pool Manager or designated representative of the Village for the provision of in-service training for all lifeguards.
- Assures that the on-duty lifeguards are carrying out their assigned duties.
- Checks all areas and aspects of the facility (pools, decks, shelters, buildings, restrooms, grounds, etc.) for safety and operational issues at the beginning of each shift.
- Assures water chemistry checks are completed and logged for each pool every two hours the facility is open.
- Participates in the normal job rotation of all guards for regular pool hours, parties, daily cleaning, and weekly cleaning.

- Makes sure the entire facility is continuously clean and orderly.
- Checks restrooms each time they are on break.
- Assures the first-shift lifeguard crew swims their morning swimming laps.
- Patrols the deck areas and grounds when not assisting at the entry gate/window/door/office.
- Assists the Manager with closing out the cash register at the end of the day and making the bank deposit.
- Completes the timesheets each day if the Manager is not available to do so.
- Relieves guards or manager when needed.
- Greets and guides contractors for pool parties.
- Counts and monitors attendance numbers during parties.

#### **JOB SETTING:**

The duties of this position will be performed primarily outdoors, plus some indoor work. The incumbent may encounter any type of environmental conditions: hot, damp, wet, humid, dry, noisy, sudden temperature changes, etc. The incumbent will be expected to work around others, on a team, under supervision, and under scrutiny of the public.

#### **MINIMUM REQUIREMENTS:**

Must have and maintain a current lifeguard certification, CPR and first aid certification before being accepted for employment or be able to gain such certification before opening day of the pool.

Minimum Age Requirement: 15 years old.

Applicants less than 16 years of age are required to submit a Work Permit prior to employment. The student work permit form can be obtained from your high school. This form does not need to be included at the time of job application but will be needed if hired.

Applicants who are 16 or 17 years of age are required to submit a Parent or Guardian Consent Form (Ohio Department of Commerce) prior to employment. This form does not need to be included at the time of job application but will be needed if hired.

Any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

#### **Knowledge of:**

- The principles, practices, equipment, tools and materials used in lifeguarding at public pools.
- First aid and CPR techniques.
- Safety practices in the operation of public swimming pools.

**Skilled in:**

- Customer service.
- Public pool operations.

**Ability to:**

- Read and write letters and numbers in English.
- Understand and follow oral and written instructions in the English language.
- Remain vigilant and attentive while on duty at poolside.
- Count money and make change.
- Establish and maintain effective working relationships with others.
- Discern when something is wrong or likely to go wrong.
- Work cooperatively with other Village employees.
- Work safely without presenting a direct threat to self or others.
- Perform the physical requirements of the job: swimming, treading water, standing, walking, climbing ladders, bending, stooping, kneeling, pulling, pushing, lifting and carrying.
- Perform job duties in a variety of environmental conditions both indoors and outdoors, such as hot, cold, damp, wet, dry, noisy, wind, rain, sudden temperature changes, etc.

**NECESSARY SPECIAL REQUIREMENTS:**

- Work days, evenings and weekends as needed.
- Be available to work throughout the pool season that has been set for the current year.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.