



POSITION DESCRIPTION

Job Description: Lifeguard/Cashier
Department: Recreation
Location: Swimming Pool
Type: Temporary, Part Time

GENERAL PURPOSE:

Performs routine public contact and safety work in serving as a swimming pool lifeguard.

SUPERVISION RECEIVED:

Works under the general supervision of the Pool Supervisor.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatic competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool as directed by Swimming Pool Supervisor.

Performs general custodial and maintenance duties, such as sweeping and vacuuming the pool, cleaning restrooms, shower room and office.

PERIPHERAL DUTIES:

Assists in teaching swimming lessons according to a prescribed routine and curriculum.

Officiates at informal swimming meets.

Assists in teaching aquatic exercises according to a prescribed routine and curriculum.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Any equivalent combination of education and experience.
- (B) Must be fifteen (15) years of age or older.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in comprehensive aquatics program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to effectively assist in teaching swimming lesson; Ability to effectively enforce safety and health regulations relating to an aquatics program; Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; Ability to communicate effectively orally; Ability to give and understand oral instructions.

SPECIAL REQUIREMENTS:

CPR for the Professional Rescuer certification.

Lifeguard Training and Community First Aid certification.

Lifeguards to provide own swimming suits. Female lifeguards must wear approved one-piece style suits with crossover or racer back.

TOOLS AND EQUIPMENT USED:

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; telephone, cash register.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee 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 frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interviews and references 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 job 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.