

LIFEGUARD LEADER

Department: Cain Center
Pay Grade: 15
Hiring Range: \$15.35 - \$16.82
FLSA Status: Non-Exempt

JOB SUMMARY

Under the general direction and supervision of the Aquatics and Recreation Manager, the Lifeguard Leader provides customer service and assistance with recreational activities to members and visitors of the Cain Center by providing information, processing paperwork and overseeing the operation of the facility when management is absent.

QUALIFICATIONS

Required Education and/or Experience:

- High School Diploma or GED equivalent required.
- One (1) year work experience in recreation preferred or equivalent work experience.
- Must be AED (automated external defibrillator), First Aid, and CPR certified, or obtain certification within six (6) months of appointment.

Knowledge, Skills and Abilities:

- Basic knowledge of a variety of recreation activities and the ability to communicate that knowledge into organized activities.
- Basic knowledge of recreational equipment and correct operation.
- Basic knowledge of supervision procedures for recreational activities and events.
- Basic knowledge of First Aid and CPR procedures.
- Must have basic office equipment and computer skills.
- Ability to work with the public and patrons courteously and professionally.
- Ability to perform multiple tasks simultaneously.
- Must be able to work the evening and weekend shifts Monday through Sunday.
- Must pass a medical physical examination and drug test.
- Must pass a criminal background check.
- Ability to communicate clearly and concisely, both orally and in writing.

ESSENTIAL JOB FUNCTIONS

- Safeguard and regulate conduct of pool patrons; enforces pool policies, rules, and regulations.
- Effect rescues and perform appropriate follow-up procedures, including the proper use of equipment in first aid, CPR and AED administration.

- Must be able to swim 300 yards continuously demonstrating breath control and rhythmic breathing.
- Must be able to tread water for 2 minutes using only the legs.
- Must be able to surface dive, feetfirst or headfirst, to a depth of 9-14 feet to retrieve a 10 pound object; exit the water without using a ladder or step.
- Test water quality in pool and maintains appropriate records.
- Assist in the proper maintenance and sanitary operation of the pool, pool area, and locker rooms.
- Participate in the preparation of daily records.
- Provide written reports on all accidents.
- Maintain proper updated safety requirements.
- Attend in-service training and any additional staff training and meetings.
- Provide customer service to patrons, including handling customer conflict and complaints, as necessary.
- Perform work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practices to Aquatics Manager.
- May provide guidance to less experience Lifeguards during shift.
- Required to work weekends.
- Maintains accurate records including but not limited to center memberships, sport rosters, class registrations, and updates attendance sheets for all classes.
- May be asked to perform additional job duties that are directly, indirectly or completely unrelated to the normal job functions in the course of presenting certain City special events.
- Assists Management and other recreation staff with related duties as required or assigned.
- Provides customer service to patrons, and directs customer conflict and complaints to management, as necessary.
- Perform work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practices to Aquatics & Recreation Manager.
- Abides by all policies, procedures, rules, etc. associated with the City's Safety Program.

PHYSICAL REQUIREMENTS

- Ability to sufficiently speak, see, hear, and read.
- Ability to perform strenuous physical activities, to include kneeling, bending, twisting, dragging, pushing, pulling, and lifting up to 50 lbs.
- Ability to work in adverse environmental conditions.
- Ability to work various hours, including evenings and weekends, as required.

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

WORK ENVIRONMENT

Indoor, climate-controlled environment in assigned facility and high levels of public interaction. Need manual dexterity and visual acuity. Must be able to work flexible hours to accommodate the changing demand for services. This position may require weekend and holiday work during year. Exposure to computer screens, sitting for prolonged periods of time, lifting, reaching above head, bending, stooping, walking, standing, and carrying up to 50 pounds.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.