



HEAD LIFEGUARD POSITION DESCRIPTION

Statement of Duties:

Make sure the needs of lifeguards are being met. Helps provide emergency services and basic first aid to patrons in need.

Distinguishing Features of the Position:

This position reports to the Aquatics Director for general instruction and review. Hours vary as it is a Part-time/Seasonal position. Assists in organization of guards in the presence of bad weather or limited need.

Examples of work (illustrative only):

Primary Responsibilities:

- Rotating Lifeguards
- Take care of problems guards are experiencing with individual patrons
- In constant communication with the Aquatics Director, Assistant Aquatics Director at all times
- Monitor lifeguard performance and correct any problems being displayed
- Assign additional duties to staff, such as cleaning or patron care
- Administer and record swim tests
- Make sure the guards are comfortable throughout their shifts by covering for bathroom breaks, refilling water bottles, etc.
- Organize guard zone assignments and distribution of guards throughout the shift
- Take a leadership role in opening and closing tasks

Additional Responsibilities as they may be assigned:

- Responsible for rotating lifeguards, filling in lifeguard stations as needed and acts as walking guard on deck
- In absence of the Director and Assistant Director completes tasks as trained and needed.
- Assist in more severe clean up situations, such as those involving any bodily fluids
- Testing and maintaining pool chemistry if instructed.

Required Knowledge, Skills, and Abilities:

- The minimum required age is 18 years of age.
- Proficient swimmer.
- Completion of the required Lifeguard Training Course and continued training to maintain licensing/certification.
- Knowledge of and skill in using effective English, including good grammar.
- Basic computer skills.
- Ability to deal courteously and tactfully with the public.
- Ability to arrive at work in a punctual manner and reliably assume responsibility as delegated.
- Ability to understand and carry out both written and oral instructions.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is noisy. Will work outside primarily in the sun, rain and heat as needed. Working in an environment where the number of people inside or surrounding the facility may make for a crowded workspace. Working in an environment with glare from the sun and water. Occasionally working around chemicals and confined spaces.

When working in the concessions there will be ovens, and other kitchen appliances in the storage, preparation and serving of food.

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. Able to perform activities such as carrying, walking, running, sitting, stooping, swimming, physically controlling another person, reaching, lift 50 pounds and standing for long periods of time. Ability to listen to and communicate effectively with others in person and on the telephone. Vision abilities required by this job include the ability to adjust focus and view objects both close and far range. Ability to pull a person from deep water to the surface and swim while carrying them to the pool deck.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy doesn't categorize this position. Wages are determined annually through the City budget process.

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 of the Head Lifeguard 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.