



Job Description
Lifeguard I
Part-Time

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

General Statement of Duties: Ensures the safety of guests in and out of the water, upholds exceptional guest service, maintains a clean working environment, and stays physically fit and healthy to aid in the performance of their essential duties.

Supervision Received:	Works under the direction of the Recreation Coordinator - Aquatics
Supervision Exercised:	N/A
FLSA Status:	Non-Exempt Hourly
Salary Range:	\$15.16 - \$17.50/Hour Part-time
Schedule:	Weekday and Weekend shifts available (up to 10-20 hours/week)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors poolside and water activities to ensure the safe use of pool facilities.
- Maintains constant alertness and awareness of guest activities throughout the community center which is to include pool side and in locker rooms, to minimize exposure or threat of incident or accident.
- Ensures the safety of guests and program participants by enforcing all rules and policies with staff and guests.
- Responds to emergency situations, performs water rescues, administer first aid, CPR, AED and other medical attention as needed.
- Assist guests with safety orientations and administer swim tests.
- Performs scheduled service and maintenance of facility; cleans decks, walls, windows, pool equipment, locker rooms, and other assigned areas.
- Inspects program equipment and facilities, including conducting water checks. Reports any issues or concerns with facility conditions, policies, incidents, water quality or other unsafe conditions to supervisory staff as needed.
- Completes a variety of paperwork including daily records, logs and incident reports.
- Attends Skill Checks and in-service training.
- Maintains frequent communications with other staff and volunteers within the Community Center and Division. Attends and participates in staff meetings.
- May be asked to assist with head guard duties such as adjust rotations, opening & closing pump room duties, or red cap drills
- Performs other related duties as assigned.



QUALIFICATIONS:

Education and Experience:

- Must be a minimum of 15 years of age.
- One-year related experience preferred.
- Must successfully pass all required employment screens that may include but not be limited to:
- Drug screen and Criminal Background Check

Necessary Knowledge, Skills, and Abilities:

- CPR, First Aid and AED for professional rescuer certification
- Lifeguarding certification
- Ability to obtain within three months of employment:
 - Blood Borne Pathogen certification.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of lifeguarding techniques and water safety practices.
- Knowledge and ability to carry out water rescues.
- Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies, including safety regulations.
- Demonstrate advanced swimming skills.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to provide outstanding customer service to a diverse guest population in a fast paced, chaotic environment.
- Ability to establish and maintain effective working relationships with supervisors, peers, and other district staff. Including the ability to follow directions and demonstrate professional behavior.
- Ability to work as a team with supervisors, peers, and other district staff.
- Ability to effectively present verbal and written information and respond to questions from guests, program participants, co-workers, supervisors, volunteers, and other District employees.
- Ability to follow and enforce all rules, regulations, and policies.
- Ability to recognize safety hazards and sanitation issues and to notify supervisors.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and other district staff under stressful circumstances.
- Ability to perform first aid, CPR, and other medical attention as needed.
- Ability to complete and maintain well-organized daily records, logs, and incident reports.
- Demonstrated skill in the use of standard office equipment, computers and various application programs including recreation related specialty software applications.



- This position is subject to the Drug and Alcohol-Free Workplace Program. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

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 physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- Employee frequently works indoors. Noise level may be moderate to loud, with occasional high levels and vibrations. Employees may occasionally encounter fumes, odors, and dust. Occasionally, the employee will be required to work outside or drive in varying temperatures and conditions.
- Employee will be required to travel to different facilities across the District. Employees may be required to attend meetings or workshops outside the District.
- The employee must occasionally lift and/or move up to 50 pounds.

Please email completed application or direct questions regarding this opportunity to the EAPRD's Human Resources Specialist, Trisha Conway - trishaconway@eaprd.com | 970.502.8392.

All candidates must complete and sign an application to be considered for employment. The Eaton Area Park & Recreation District is committed to diversity and equality in employment.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed the Lifeguard I job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): _____ Date: _____

Signature: _____