



Job Description
Lifeguard II
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: Assists the Recreation Coordinator - Aquatics with performing daily duties of aquatic operations. This may include a variety of poolside and water safety duties to ensure the safe use of pool facilities.

Supervision Received: Works under the direction of the Recreation Coordinator - Aquatics
Supervision Exercised: Lifeguard I
FLSA Status: Non-Exempt Hourly
Salary Range: \$15.50 - \$18.50 / Hr
Schedule: Weekday and Weekend shifts available (up to 10-25 hours/week)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists Aquatic's Coordinator in performing daily duties of aquatic operations.
- Sets up rotations to ensure optimal coverage of lifeguard assignments.
- May open or close the pool and act as the Manager on Duty as needed. Remains composed and makes sound judgments in any emergency or non-emergency situation.
- Ensures aquatic facility is ready for normal daily use including pump room and chemical checks, stocking safety supplies, and performing safety checks.
- May assist with training staff. Attends and participates in staff meetings, skill checks, and trainings.
- Attends monthly staff skill checks and in-service training and may assist in the implementation of trainings.
- May assist in completing lifeguard shift evaluations and administering red cap/red ball scanning drills.
- Maintains constant alertness and awareness of patron activities to minimize exposure or threat of incident or accident.
- Ensures the safety of guests and program participants by enforcing all rules and policies.
- Responds to emergency situations and performs water rescues, administers first aid, CPR and other medical attention as needed.
- Performs the pump room opening and closing procedures.
- Performs routine maintenance and cleaning of pool and vicinity including but not limited to: decks, walls, windows, equipment, locker rooms, pool, hot tub, etc.



- Under the direction of Recreation Coordinator – Aquatics, may assist with adjusting chemical levels, draining, changing filter baskets and filling.
- Conducts safety inspections on pool, spa, slide, deck, furniture, play structure, pump room and complete appropriate paperwork and prepare recommendations if applicable.
- Completes a variety of paperwork including maintenance of daily records relating to incidents, rescues, water quality, water temperature and chemical testing procedures.
- Maintains frequent communications with staff.
- Reports issues or concerns with inventory, facility conditions, policies and incidents to supervisory staff as needed.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience:

- Must be a minimum of 17 years of age.
- One year related aquatic experience.
- Must successfully pass all required employment screens that may include but not be limited to:
 - Drug screen
 - Criminal Background Check

Necessary Knowledge, Skills, and Abilities:

- Current CPR, First Aid and AED certification
- Current Lifeguarding certification
- Ability to obtain within three months of employment: CPRA pump room orientation when class is available

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of lifeguarding techniques and water safety practices including water rescue methods, first aid, CPR and other medical attention as needed.
- Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies, including safety regulations.
- Demonstrates advanced swimming skills with the ability to carry out water rescues.
- Ability to assist with skill checks, in-service training and safety drills.
- 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 Town staff. Including the ability to follow directions and demonstrate professional behavior.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to serve as Manager on Duty when assigned.



- Ability to effectively present verbal and written information and respond to questions from guests, program participants, co-workers, supervisors, volunteers, and other Town employees.
- Ability to communicate, follow and enforce all rules, regulations, and policies.
- Ability to recognize safety hazards and sanitation issues notify supervisors and rectify the situation.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and other recreation 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.

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. 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, and 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.
- The employee must occasionally lift and/or move up to 50 pounds.
- 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.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed the Lifeguard II 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: _____