

**WATER SAFETY INSTRUCTOR / LIFEGUARD
JOB DESCRIPTION**

Basic Qualifications

- Current certification: Water Safety Instructor; Lifeguard Training; Professional CPR; First Aid
- Training and Experience in pool/aquatic and swim lessons
- Desire and ability to work with staff, participants, and adults
- Ability to accept guidance and supervision
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self control

Responsible to

- Pool Director/ Recreation & Parks Assistant Director/Director

General Responsibilities

- To implement Recreation and Parks Department's Swim Lessons Program and Lifeguard

Specific Responsibilities

- Ensure the safety of participants in lessons and public swim
- Prevent accidents and minimize or eliminate hazardous situations
- Familiarize yourself with Emergency Action Plan at pool facility
- Use proper procedures and techniques to assist anyone in distress or rescue anyone in drowning situation
- Be recognizable as a lifeguard, and properly equipped at all times on duty
- Administer any First Aid required by accident victim. Within the limits of training, provide initial emergency care as needed to sustain life until qualified medical personnel take over
- Communicate with other lifeguards concerning additional assistance needed
- Remain in lifeguard chairs until properly being relieved
- Roving lifeguards must be constantly moving around the pool; their attention must be directed to the swimmers in the pool as well as the deck and locker room areas
- Check physical condition of swimmers for open sores, safety needs, etc
- Be sure all gates and doors are locked securely when pool is closed
- Evaluate aquatic abilities of participants
- Write/review lesson plans for classes; make sure all plans foster participants' aquatic skills
- Keep accurate records on all swimmers, maintain American Red Cross records
- Teach Water Safety swim classes at levels assigned by the WSI Director; teach in a responsible, safe and professional manner
- Assist in organizing special events including July 4th Celebration and Summer Concert Series
- Maintain cleanliness of pool building, pool deck, pool bed and area surrounding the swimming pool
- Maintain proper chemical balance of pool water, monitor filtration and report problems to Pool Director
- Report any and all occurrences regarding staff, participant, parents to Pool Director
- Enforce all policies, rules and regulations, ensure that they are followed by participants
- Prepare daily reports, attendance, condition of water, etc as requested
- Set an example of leadership, responsibility, maturity as well as safety when in presence of staff and participants who view recreation staff as role models.
- Any additional duties and responsibilities as assigned or reassigned as directed by the Recreation and Parks Assistant Director/ Director and Pool Director.