

Lena Community Park District Job Description

Position: Lifeguard

Responsible To: Pool Manager, Board of Commissioners, Assistant Pool Manager in the absence of the pool manager.

Qualifications: 15 years of age with work permit and current certifications in; Lifeguarding, CPR, AED, and First Aid. WSI a plus. Be neat and professional in appearance. Ability to lift 30+ lbs for rescues, and general pool facility equipment.

General Job Description: Responsible for the overall safety of pool patrons. Enforce all park and pool rules. Assist patrons and staff when needed. Be present for training and clean up days. Take direction from management. Be responsible for your shifts, find own substitutes when unable to fulfill your shift, be on time for your shift.

Specific Lifeguard Tasks Statement:

1. Maintain highest safety standards, by being alert, enforcing all safety rules and park policies. Be present mentally, physically, and emotionally for your shift and position.
2. Be prepared to execute emergency action plan at all times to include, a rescue in the pool, or grounds, and administer aid until EMS or other help arrives.
3. Perform all pool duties to include, opening chores on list and closing chores. Example, clean sides, clean bathroom, put out bring in safety gear, checking supplies, water testing, grounds clean up, garbage, weeding.
4. Communicate with manager and assistant manager about items needing to be repaired or incidences you feel need to be discussed or brought to their attention.
5. Maintain proper paperwork for accidents, injuries, and rescues.
6. Properly clock in and out, submit days off forms on time, be ready at time of clocking in to work, make sure you go over and send any corrections needing to be repaired on schedule. Be willing to substitute for those in real need. You are responsible for your shift. If you take someone else's shift and find you can no longer cover that shift you are the one responsible to find another shift.
7. Have the ability to make decisions and do things you know need to be done without being directed to the task.
8. Perform other duties as assigned by supervisor(s).

Desired Education and Experience:

1. Current high school student or higher. At least 15 years of age with work permit.
2. Current certifications in Lifeguarding, CPR, AED, and First Aid. Red Cross.
3. Have the ability to complete tasks and follow directions with professionalism.
4. Ability to maintain order and calmness in an emergency while carrying out your responsibility in the emergency or everyday pool shift.
5. Cheerful, helpful, and ready to assist wherever needed to fellow coworkers, and patrons.

PLEASE NOTE THIS A SEASONAL SUMMER POSITION. OUR PARK DISTRICT FACILITIES AND PROGRAMS ARE OPEN 7 DAYS A WEEK AND REQUIRE STAFF TO BE AVAILABLE THROUGHOUT THE SUMMER WEEKS TO INCLUDE SOME WEEKENDS. WE REALIZE STAFF WILL ALSO NEED TO REQUEST SOME DAYS OFF.

By signing below, I verify that I have reviewed this job description with a supervisor and understand the job duties that I am assuming by accepting this position.

Employee

Date

LCPD Supervisor

Date