



Job Description

Effective Date: 07/01/2017

Revision: C

Document: JD-HR 025

Reports to:

Aquatic Operations & Safety Manager

Compensation:

Variable: Ongoing or seasonal employee, less than 2080 regularly hours scheduled per year, eligible for overtime, not eligible for benefits.

General Duties:

The Lifeguards primary purpose is to provide immediate safety and/or emergency response to any patron and/or employee within the Holland Community Aquatic Center (HCAC). This comes first. We will **NOT** compromise safety to perform secondary duties.

Primary Duties and Responsibilities:

- Responsible for the safety of all patrons using the facility during fitness and recreational activities.
- Administer first-aid and CPR as required.
- Respond quickly, intelligently, decisively and in accordance with established emergency management procedures.
- Keeping order with large crowds during emergency and non-emergency situations.
- Identify potential accident hazards.
- Always be aware to prevent accidents (risk management).
- Enforce all building and pool rules in a **consistent** manner.
- Enforce and follow HCAC policies and procedures in a **consistent** manner.
- Handle discipline situations with consistency, courtesy and fairness.
- Attend all in-services training sessions.
- Maintain your own certifications and keep them current.
- Identify facility needs and assist staff, and guests in all areas of the facility, as needed.

Secondary Duties and Responsibilities:

- Communicate with HCAC staff, lifeguards and supervisors in a positive and respectful manner.
- Be available to substitute for other lifeguard staff members.
- Complete all necessary records and reports.
- Facility cleanup as needed.
- Maintaining a clean work environment/pool deck.
- Organization of pool equipment.
- Setup and takedown for recreational swim times and/or special events.

Essential Qualifications:

- Current American Red Cross Lifeguard, First-Aid, CPR/AED certification.
- Demonstrate ability to enforce all facility policies and rules consistently.
- Strong problem-solving and decision-making skills.
- Self-motivated with the ability to work without supervision
- Ability to communicate effectively with adults and children.
- Ability to overcome distractions.
- Display a mature attitude and judgment.
- Flexible schedule, available to work evenings, weekends, holidays and special events.

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.

- While performing the duties of this job, an employee is frequently required to walk, stand, sit, talk or hear. An employee is occasionally required to use their hands to handle, feel or operate object, tools, or controls; and reach with hands and arms. An employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- An employee may be required to lift and/or move up to 75 pounds.
- Any Lifeguard must be able to demonstrate in-water lifeguard skills at any time.
- Any Lifeguard must be able to demonstrate out of water lifeguard skills at any time.

Work Environment:

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

- Variable water temperature.
- Variable air quality and air temperature.
- Wet surfaces while walking.
- Splashing from fitness and recreational swim activities.

By signing my name below, I certify that I have read the above job description. Any questions concerning these duties, responsibilities and qualifications have been discussed. My signature also certifies my understanding of, and agreement with the above job description. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

Employee Name:

Employee Signature: _____

Date: _____