

City of Dallas Center Job Description

Title: Seasonal Lifeguard
Department: Swimming Pool
Facility and Work Area: Dallas Center Lena Moser Swimming Pool
Position reports to: Swimming Pool Manager

Job Description:

As a lifeguard you are responsible for ensuring the safety of facility patrons by preventing and responding to emergencies.

Minimum Qualifications:

- Current American Red Cross Lifeguard Training/First Aid.
- CPR for the Professional Rescuer (must be updated yearly).

Knowledge and Skills:

- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.

Responsibilities:

- Recognize and respond effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the manager.
- Complete daily records and reports.
- Participate in regular in-service training sessions.
- Exercise regularly to maintain fitness level (strength and endurance).
- Complete additional duties as assigned by the manager.

Responsible To:

All lifeguards are to report to the assistant manager or manager on duty. In the event the manager is not on duty, you are to report to the on-duty assistant manager, who is then responsible to communicate to the manager in the case of an emergency. In the event that you have a situation that arises, which conflicts with the assistant manager or manager, the guard can file a complaint report with a pool board member. All lifeguards are employed by the City of Dallas Center.

LIFEGUARD INFORMATION RULES/EXPECTATIONS

Professionalism:

1. Conduct yourself in a responsible and professional manner.
2. Be polite and courteous to all patrons.
3. No sitting or lying on counters or desks.

4. Take care of the equipment and belongings of the pool.

Work Attire:

1. You are required to wear a guard swimsuit, t-shirt/sweatshirt, shorts, and/or poncho at all times. Additional guarding apparel is available for purchase, if you desire. The city will reimburse \$100.00 toward each guard's swimsuit purchase.
2. You must supply your own whistle. You are required to have your whistle on at all times while on duty. Your whistle must be in working condition and loud enough for all to hear. Fox 40.
3. You need to protect your eyes. Sunglasses are a requirement and you are responsible for obtaining these. Guarding visors are available for purchase, if you desire.
4. Sandals only may be worn as footwear while on duty.

Duty Responsibilities:

1. Must enforce all rules posted at the pool and be consistent.
2. No social talking/visiting while guarding.
3. Eyes on the water/deck areas while on duty. Be attentive to alarming sounds as well!
4. Be alert at all times! Be sure to be scanning continuously!
5. You must sit in the chair with correct posture. Your feet/legs should not be propped up on the side chair railing.
6. You are required to have the rescue tube strap on, around your shoulder/body, and resting on your lap, in ready position at all times while guarding. Be sure the strap is clear of being tangled or caught.
7. Report to your assigned duty/station on time!
8. No applying lotion out on the stand.
9. Pay special attention to all danger/hazardous areas such as ladders, under the stands, blind spots, overflows, slide area, deck area, etc.
10. Discourage patrons from congregating around the lifeguard stands and window areas.
11. Report all injuries/incidents (big or small) to the manager or head guard immediately. Be sure to fill out appropriate paper work.
12. Only water/juice (small plastic containers only) on the stand. No food, candy, or pop.
13. No cell phones are to be out on the stands while on duty. Phones can be used while on break in the guard room. Conversations must be limited. You must remain alert to the environment at all times. Phone ringers must be set to vibrate/silent at all times.
14. No headphones, MP3 players, iPods, etc. are allowed in the guard room or on the stand at any time.

**LIFEGUARD INFORMATION
RULES/EXPECTATIONS CONTINUED**

Swimming:

1. Guards may swim at break time for 5 of the 10 minutes. One guard must remain on the stand and another in the guard room at all times during the break. Guard(s) who swim during the break must be ready to report to assigned duty/station at the hour!
2. On-duty guards may swim for 30 minutes prior to opening or 30 minutes after close for conditioning purposes only. There must always be at least two guards present.
3. If you choose to swim past your allotted 30 minutes or have friends swimming, you must sign up

for a pool party.

4. Do not jump or dive into the pool from the guard stands. Do not allow patrons to do so.
5. You must obey all swimming rules at all times while swimming.

Documentation/Recordings:

1. Fill out weekly time sheets daily, when on duty. Be sure to sign the time sheet each week. If you fail to sign in/out, you will not be paid for the hours not recorded.
2. Daily, when on duty, sign the daily report and record your hours worked.
3. Accurately fill out the daily report for pool chemical checks.
4. Fill out all paper work fully and neatly. Please keep all paper work organized!

Other:

1. At all times when the pool is open there will be at least two guards out on the stands. A third and fourth guard will be used if numbers are high.
2. Follow the posted schedule. No coming in early/staying late or arriving late/leaving early without prior permission or direction from the assistant manager or manager on duty.
3. Only on-duty pool personnel will be allowed in the guard room unless authorized permission by the manager.
4. The radio must be on an appropriate station and at appropriate volume level. No CDs unless pre-approved by the manager.
5. Appropriate use of the intercom system used with professionalism. Use only for work related situations.
6. The pool line phone is to be used as a business line. Please help to monitor patron use of the phone. Also, personal use of the phone needs to be limited. Follow the phone usage policy under pool information.
7. Keep the work area cleaned! Follow duty responsibilities listed on the fridge.
8. Clean out the microwave and keep the fridge cleaned out and throw away old food.
9. Only eat/drink food/drink that is yours unless you receive permission from the owner. If it's not yours and you take it without permission it is stealing and that is grounds for immediate dismissal!

The City of Dallas Center retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual. Equal Opportunity Employer.