



Lifeguard

Job Description

SUMMARY:

Under the supervision of the Robin Hood Pool Manager, and in the absence of the Manager under the supervision of the Acting Manager, A Robin Hood Pool Lifeguard has the responsibilities of maintaining order at the pool facilities by preventing accidents through enforcing policies, rules, regulations and ordinances governing the conduct of members and guest. Lifeguards are also responsible for monitoring the pool facilities for potential hazards or unsafe conditions, providing first aid to members and guests, custodial duties in maintaining the pool facilities, staffing the front office/ desk including checking active membership status of members and collecting guest fees, and all other duties as necessary or required.

Key Job Responsibilities include:

- Carry out all duties assigned by the Pool Manager or Acting Manager.
- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment (first aid and CPR) as required until the arrival of emergency medical services.
- Watch the assigned area in rotation to prevent accidents and injuries. See that necessary precautions are observed to ensure the health, safety and welfare of all members and guests.
- Report promptly at assigned times of duty and remain on duty status until the designated shift has been completed. *If you are unable to complete a shift, you are to find a substitute for your shift, fill out the substitute form and turn it in to the Pool Manager accordingly.*
- Communicate and enforce all Robin Hood Swim Club regulations and pool rules in a personable, professional and equitable manner and explain the rationale for the rule(s) when needed.
- Document and report all discipline problems and injuries/accident as required and ensure that Pool Manager is notified of any injuries.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Custodial duties in maintaining a clean facility including but not limited to bathrooms, trash pick up in and outside of the facility, pool vacuuming, etc.
- Assist members and guests as needed, but without compromising the safety of others using the pool.
- Communicate any potentially dangerous elements of the facility to the Pool Manager or Board of Directors



- Performs various maintenance duties as directed to maintain a clean and safe facility including testing the water, recording results and reporting imbalances to the supervisor
- Attend all scheduled staff meetings and required trainings
- Set up the pool and facility for various activities such as swim meets, social events, etc.
- Ensure all gates and doors are closed and locked at closing time
- Perform other duties as assigned or as deemed necessary as required to ensure that operation of Robin Hood Swim Club.

MINIMUM JOB REQUIREMENTS:

Must be at least 15 years of age and be in good physical health

Required Certifications:

- CPR/AED for the Professional Rescuer (or equivalent provider)
- Lifeguarding/First Aid (or equivalent provider)

If over 18, lifeguard will need to pass a background check.

Knowledge, Skills and abilities required:

- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to pass a pre-employment practical skills test in the water.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

WORKING CONDITIONS:

Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

PHYSICAL REQUIREMENTS:

Physical exertion to manually move, lift, carry, or push heavy objects. Climbing in and out of swimming pool, up and down ladders. Lifeguard should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees or members and guests.

HOURS

Assigned hours are based on seniority and availability. Every effort is made to accommodate vacation schedules and other family/work commitments. The assigned hours are set each week by the Pool Manager. Dates when you will not be available to guard should be communicated to the Pool Manager as soon as possible.