

HAINES BOROUGH  
POSITION DESCRIPTION

**Lifeguard**

**SUMMARY:**

This part-time position is under the direct supervision of the Pool Manager. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

**EXAMPLES OF DUTIES:**

1. Perform lifeguard duties including the supervision of children and adults who participate in pool activities and watching out for their safety.
2. Maintain pool safety standards.
3. Maintain appropriate records and complete forms and reports for the pool manager and/or head lifeguard. This may include records for inventory, passes sold, and timesheets.
4. Perform cashier duties, as necessary.
5. Provide for a positive atmosphere in the pool area.
6. Implement and enforce pool principles and practices of facility rules, policies, and procedures.
7. Respond to patron concerns and questions.
8. Assist with the general care, cleaning, and maintenance of the facility, and secure the facility at the end of swim sessions.
9. Attend all staff inservices.
10. Perform other duties as required by the Pool Manager.

**KNOWLEDGE AND ABILITIES:**

1. Strong working knowledge of swimming and pool programs and the accompanying rules, regulations, and safety precautions.
2. Ability to supervise swimmers and maintain a safe and positive swimming environment.
3. Ability to communicate well and to work cooperatively with the public and co-workers.

4. Ability to treat all patrons equally and with fairness, and able to work with patrons who may be at risk or may have special needs.

**EMPLOYMENT STANDARDS:**

1. American Red Cross Lifeguarding certification.
2. American Red Cross First Aid certification.
3. CPR for the Professional Rescuer certification.
4. Prior lifeguarding experience is preferred.