



## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | Lifeguard          |
| <b>DEPARTMENT:</b>     | Recreation         |
| <b>REPORTS TO:</b>     | Recreation Manager |
| <b>CLASSIFICATION:</b> | Part Time/Seasonal |
| <b>LAST UPDATE:</b>    | January, 2016      |

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### Summary of Duties

Under general supervision, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

**Essential Duties and Responsibilities:** The following duties are performed personally, in cooperation with other District staff and members of the community. The following are typical illustrations of duties and the list is not all inclusive. Additional duties may be assigned.

1. Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
2. Provides emergency care and treatment as required until the arrival of emergency medical services.
3. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
4. Performs various maintenance duties as directed to maintain a clean and safe facility.
5. Prepares and maintains appropriate activity reports.
6. Enforce facility rules and Park District policies.
7. Perform any related duties as may be assigned.
8. Treat all pool patrons and staff with respect and courtesy.

**MINIMUM QUALIFICATIONS:** Must be 15 years old or older with knowledge and experience directly related to the duties and responsibilities specified. Must be comfortable in and around water and must have the ability to work and perform under pressure and stressful conditions.

### Certificates & Licenses:

1. Must have or be prepared to successfully complete and maintain CPR, AED and First Aid certification.
2. Must have or be prepared to successfully complete Lifeguard Certification by a recognized source of training.

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### **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 physical skills evaluation as stipulated by the department.
- 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.

**PHYSICAL DEMANDS:** 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 10% indoors and 90% outdoors.
2. Noise level in the work environment is usually moderate.
3. While performing the duties of this job, the employee works near a swimming pool, concession stand, and recreation equipment and is exposed to: a) the risk of slipping or falling; b) pool and cleaning chemicals; c) the risk of burns from ovens or heating elements.