



JOB DESCRIPTION

Employee:

Job title: Lifeguard

Function: To monitor activity at the pool and to maintain a safe poolside environment. To respond promptly to emergency situations. To instruct swimmers in swimming skills development. May also serve as the Aquatics Director.

Classification: Non-exempt

Salary range:

Reports to: Camp Director, Aquatics Director

Supervisory responsibility: None

Required education and experience:

1. Red Cross Lifeguard Training Certificate, OR Royal Bronze Medallion, OR Boy Scouts of America Lifeguard Certificate OR National Y.M.C.A. Lifeguard Certificate, AND
2. American Red Cross CPR Certificate for the Professional Rescuer OR American Heart Association CPR Certificate for the Health Care Provider, OR National Safety Council CPR Training; AND
3. Red Cross Standard First Aid Certificate, OR a Red Cross Community First Aid and Safety Certificate (which certification may be evidenced by a notation on the back of any Red Cross Lifeguard Training Certificate), OR National Safety Council First Aid Training, Level 2.

Additional eligibility qualifications:

Minimum age 16 years old.

On-going education, training, certification:

- Maintain lifeguard, first-aid and CPR certifications.
- Evidence of mandatory vaccinations or immunity to infectious diseases (including TB).

	PERFORMANCE	
	Needs Improvement	Meets Expectations
Responsibilities/Core Functions:		
◦ All staff serve as mandated reporters as stipulated under state laws governing center locations.	<input type="checkbox"/>	<input type="checkbox"/>
◦ All staff ensure all needs of children are met.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Emergency response</u>		
Able to immediately rescue a swimmer in distress.	<input type="checkbox"/>	<input type="checkbox"/>
Able to immediately respond to a lost swimmer situation.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Able to immediately administer First-Aid / CPR.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure the Camp Director is aware of emergency situations and emergency services are call when needed.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Complete all paperwork documenting the event, such as Injury Reports, within 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Safety readiness</u>		
◦ Ensure required signs are posted.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Monitor swimmer-to-lifeguard ratio and pool capacity.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure safety equipment is readily available in the pool area.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Notify the Camp Director when First-Aid supplies need to be restocked.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Pool area safety monitoring</u>		
◦ Maintains a high level of alertness, and conducts pool and pool area patrols.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Conducts all required pool checks.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Actively works to prevent accidents related to the pool and pool activities.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Direct attention to all persons in the pool and pool area. Always aware of every child in the pool area.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure the pool area is kept clean, safe, and well organized with supplies and equipment. Store when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure the pool area is locked when it is not in use.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Promptly notifies the Camp Director when equipment or toys have become unsafe, and that they are taken out of use.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Immediately notified the Camp Director of any hazardous situations.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Prevent all unauthorized persons from entering the pool area.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Swimming instruction</u>		
◦ Work with the Camp Director to plan and run all swimming lessons.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure skill instruction is occurring for the corresponding skill growth level.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure skill develop progress is documented and shared with the families after each lesson.	<input type="checkbox"/>	<input type="checkbox"/>
Other responsibilities:		
◦ Cooperate with the Camp Director and other staff in those activities involving the while Center.	<input type="checkbox"/>	<input type="checkbox"/>



◦ Greet and treat parents, children, and staff with kindness and respect.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Arrives to the poolside as scheduled, and remains on alert. Securely locks the pool area when not able to oversee.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure paperwork is completed and up to date.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Daily care of pool, pool area, and equipment and report items needing repair or replacement.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Perform duties as assigned by the Camp Director.	<input type="checkbox"/>	<input type="checkbox"/>
Required attire:		
◦ Red or bright orange bathing suit.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Orange hat or sun helmet.	<input type="checkbox"/>	<input type="checkbox"/>
◦ T-shirt or other outer garments have 4" lettering on the back with the work "lifeguard."	<input type="checkbox"/>	<input type="checkbox"/>
◦ Apply sunscreen regularly.	<input type="checkbox"/>	<input type="checkbox"/>
Skills/Competency:		
◦ Responds effectively to emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Quickly and effectively problem solve complex situations.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Strong verbal and written communication skills.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Cultivate and maintain an atmosphere of teamwork.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Genuine enjoyment when working with children.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Comfortably engage with students, staff, and parents.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Easily and compassionately address student's needs and engage/counsel parents.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Contribute to program growth.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Maintain sound working relationships with staff.	<input type="checkbox"/>	<input type="checkbox"/>
Other performance indicators:		
◦ Adhere to Playful Minds policies given verbally or in writing, such as Employee Handbook, Confidentiality Policy, Safety Procedures, etc.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Cooperate with the Camp Director and other staff in activities involving the whole program.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Great and treat children, parents, and staff with kindness and respect.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Engage with children and staff to maintain positive relationships.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Be professional at all times.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Refrain from gossip.	<input type="checkbox"/>	<input type="checkbox"/>
Work environment: Pool and poolside area. Outside play areas. Heat/humidity conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Physical demands: Excellent swimming ability. Lift/carry/rescue children up to 75 lbs. Bend and sit on floor. Run, skip, and hop. Reach, grasp, stoop, and twist. Able to use both arms and legs changing position, moving, and manipulating items. Sit and stand for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>
Expected hours of work: Arrive on time and remain until designated end-time.	<input type="checkbox"/>	<input type="checkbox"/>

Signatures:

Employee

Manager

Date

Date