

WOODMEN HILLS

METROPOLITAN DISTRICT

PARKS AND RECREATION

Woodmen Hills Metropolitan District Park and Recreation Department

Title:	Park and Recreation Lifeguard
Immediate Supervisor:	Park & Recreation Aquatics Coordinator
Department:	Woodmen Hills Park & Rec Department
FLSA Status:	Part Time Morning and Mid-day Shifts

This job description is established by the Woodmen Hills Park and Recreation Department to outline the basic requirements, duties and general responsibility of the Park and Recreation Lifeguard position. This position is “at will”, which means the District may terminate the employment relationship at any time and for any reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any reason.

Position Summary

Under the direction of the Parks and Recreation Director, the Lifeguard is responsible for ensuring all patrons, including employees, are safe at all times by ensuring all applicable rules and regulations are adhered to at all times.

Primary Duties and Responsibilities

The following duties are an overview of the primary duties and responsibilities of the Park and Rec Lifeguard, and do not constitute an all-inclusive list. These duties and responsibilities establish a flexible, functional base from which the employee operates. The duties and responsibilities may also be modified with additions, deletions or changes as required in assisting and obtaining organizational goals and objectives.

1. Ensure all WH Park and Recreation rules and county regulations are adhered to at all times by both patrons as well as employees
2. In the absence of the Head Guard and/or Aquatics Coordinator the Lifeguard will act as the main point of contact directing any questions or concerns he/she cannot answer to relevant parties
3. Proactively monitor functional areas of responsibilities in order to ensure injuries and emergencies are responded to in a timely and efficient manner
4. Administer First Aid/CPR/AED in cases of emergency
5. Adheres to aquatic rules and regulations as related to functional areas of responsibility
6. Inspects aquatic area(s) in order to ensure appropriate levels of cleanliness are observed
7. Maintain and review a variety of aquatic records, reports and statistics

8. Must possess a highly defined focus towards both internal and external customer service
9. Find approved substitutes when needed and responsible for maintaining an appropriate amount of hours
10. Attend, actively participate and assist in all assigned staff in-services
11. Maintain an orderly environment within aquatic area(s).
12. Assist in maintenance and cleaning as applicable
13. Demonstrate swimming and rescue skills as applicable
14. Assist in the movement of pool equipment as applicable
15. Assist with the maintaining of proper levels of pool water chemistry relating to the functional areas of responsibilities
16. Assists with Park and Recreation special events and additional functions in various departments as needed
17. Assist with new employee training in multiple departments as needed
18. Complete employee disciplinary referrals as needed
19. Assist with Park and Recreation special events and additional functions in various departments as needed
20. Evaluate members of the aquatic staff and their performance on a regular basis.
21. Report any problems within Parks and Recreation to management as appropriate.
22. Other duties as assigned

Required Knowledge and Abilities:

- Thorough knowledge of pool equipment to include pool vacuum, chemical testing equipment, lifesaving equipment, swim-suit dryer, etc. Must have thorough knowledge of these items within 60 days of hire.
- Practice, at all times, skills acquired from the American Red Cross training or other applicable training course.
- Must possess strong organizational skills

Physical Demands / Work Environment:

- Work is performed outdoors and indoors
- Must be able to sit, stand, crouch, kneel, crawl and jump.
- Must be able to pass a modified shallow water lifeguarding pre-requisite exam prior to obtaining the position. (300 yard swim on front without stopping, 2 minute tread without stopping, shallow water 10lb brick test as designated by ARC)

Qualifications and Requirements:

- Must possess and maintain current certification for American Red Cross Lifeguarding, CPR/AED and First Aid
- Must be available for shifts equating to 15-29 hours on average, each week.

Send Resume To: jedd@whmd.org