



Excelsior Springs Parks, Recreation & Community Center

Job Title:	Lifeguard	Job Category:	Job Category
Department/Group:	Community Center	Supervisor:	Aquatics Coordinator
Location:	Excelsior Springs Community Center	Closing Date:	Open until filled
Level/Salary Range:	Grade B	Position Type:	Part-time Position

Job Description

GENERAL PURPOSE:

The Lifeguard will ensure the safety of patrons by preventing and responding to emergencies at the indoor aquatic facility located at the Excelsior Springs Community Center.

ESSENTIAL JOB FUNCTIONS:

- Prevent accidents and eliminate or minimize hazardous situations
- Maintain constant surveillance of patrons in the aquatic facility; acts immediately and appropriately to secure safety of patrons and administer first aid as needed
- Provide emergency care and treatment as required until arrival of emergency medical services
- Observe and enforce all rules and regulations of the facility
- Educate and inform patrons of the rules and regulations of the facility
- Lifeguard as scheduled or find appropriate substitute as needed
- Communicate to other lifeguards and facility staff the need for additional assistance or equipment in an emergency
- Present professional appearance and attitude at all times and maintain a high standard of customer service
- Attend all in-service training sessions and additional staff meetings
- Maintain job-related skills at a high level
- Perform various maintenance duties as directed to maintain a clean, safe and sanitary facility
- Complete all required reports and records in a timely fashion and submit them to Aquatics Supervisor and/or Assistant Aquatics Supervisor
- Perform all other related duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Must be at least 15 years of age
- Current American Red Cross Lifeguard certification (on the job training)
- Current American Red Cross First Aid and CPR certification (on the job training)
- Ability to react calmly and effectively in emergency situations
- Strong communication and customer service skills
- Ability to follow verbal and written instructions
- Ability to maintain good physical condition, as well as professional work-related practices – safety, alertness, dependability, responsibility, initiative, courteousness, good judgment, cleanliness, endurance, and ability to work with all ages
- Ability to pass a pre-employment physical skills evaluation as stipulated by the department

PREFERRED SKILLS:

ADDITIONAL NOTES

This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre- employment physical skills at any point during employment. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity.

The work is typically performed in a pool environment, office, gym, or outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery, with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time