



LIFEGUARD

Position Purpose:

Under close supervision of the Aquatic Director/Site Supervisor the employee plans, organizes, and provides quality pool supervision at Norwood Recreation Department Hawes or FM outdoor pools.

Supervision:

Supervised by Recreation Administrator and Aquatics Site Supervisor/Aquatics Director.

Job Environment:

Outdoor position that may require employee to be in pool or on pool deck for extended periods of time. Must be able to positively represent the Norwood Recreation Department within the community.

Essential Functions:

- Maintain a safe, fun and controlled environment; identify hazardous conditions and eliminate or minimize them.
- Possess an understanding of facility characteristics, rules, policies and procedures.
- Be prepared each day with appropriate attire and possess good attitude.
- Take pride in surrounds, ensuring materials are returned to proper location, trash is removed after each group departs and building is in a condition that is clean and presentable for public use.
- Attend all scheduled staff meetings and trainings to maintain good communication between all staff. In incidents where attendance is not possible, notify the Director at least 24 hours prior to the meeting.
- Promote the Norwood Recreation Department positively.
- Enforce and adhere to all policies and procedures.
- When taking a day off, take responsibility to find a qualified replacement and notify supervisor in writing of personnel change.
- Provide quality customer service.
- Promote the Norwood Recreation Center positively.
- Act in a professional manner at all times.
- Respond thoughtfully and swiftly to any other duties assigned by Aquatics Supervisor or Recreation Administrator.

Job Functions:

- Arrive 15 minutes before scheduled shift.

- Thorough knowledge and application of swimming and water safety skills.
- Attend in-service and practice rescue skills.
- Recognize changes in pool usage and redistribute guards to busy sections of the pool.
- Aware of patron abilities and does not allow non-swimmers to use deep end.
- Maintain access to the facility by checking tags or scanning cards according to Norwood Recreation Department standards.
- Demonstrate leadership by teaching or redirecting staff and participants that aren't meeting aquatic pool expectations.
- Communicate regularly with the patrons, participants and their parents, as appropriate, to ensure they are aware of any issues.
- Complete records and reports.

Minimum Entrance Requirements:

- Must be at least 16 years of age.
- Must be attending high school.
- Must possess Red Cross Lifeguard certification or equivalent.
- Must be able to pass the “in-house” skills evaluation test.

Required Qualifications

- Possess Red Cross CPR certification or equivalent
- Possess Red Cross First Aid Certification or equivalent
- Possess Red Cross Lifeguarding certification or equivalent

Physical Requirements:

Must be able to sit and stand for prolonged periods of time. For special events and activities, must be able to lift up to 25 pounds safely. Able to withstand extreme weather conditions, heat, sun, rain, wind, etc and act accordingly.