

TOWN OF TWISP

LIFEGUARD JOB DESCRIPTION

TITLE: LIFEGUARDS

INCUMBENTS: N/A

REPORTS TO: POOL MANAGER

FUNCTION: LIFEGUARD AS SCHEDULE REQUIRES
OTHER DUTIES PERTAINING TO POOL AND THE FACILITY

REQUIREMENTS: CURRENT LIFEGUARD CERTIFICATION*
CURRENT FIRST AID*
CURRENT CPR*
16 YEARS OF AGE
*TRAINING PROVIDED IN JUNE (DATES TBD)

JOB SEGMENTS:

I. POOL POLICIES/GUARDING:

A. Maintain a safe environment in pool area by **knowing** all emergency procedures, and by **knowing** and consistently **enforcing** pool rule and policies.

- No running
- No shoulder rides
- Face out jumps only (cannonball only in 5' or deeper area)
- No jumping on anyone
- No hanging on the lane ropes
- No making out/smack face
- No kicking other people (underwater included)
- No dunking
- No pushing/pulling people into or out of the water
- No swearing
- No swinging or jumping from the ladder or bulkhead

B. Guards are not allowed to sit, please be up and walking the pool.

C. You are responsible for your shift, if you have a conflict it is your responsibility to find a sub.

- Use the substitute list provided for you, you must find a substitute who has the capabilities to cover your shift, i.e. lifeguards cannot fill in for swim instructors.
- Once you have found a substitute you must fill out a sub slip and turn into the Pool Manager.
- Excessive use of substitutes may result in dismissal.

II. PUBLIC RELATIONS/MEMBER SERVICES:

- A. Look professional (guard suit and clothing supplied).
- B. Act professional.
- C. Be courteous.
- D. Be informed and knowledgeable about the pool schedule & programs.
- E. Make every effort to provide good customer service to participants and parents.
- F. Be dependable and reliable.

III. GENERAL:

- A. Be on time.
- B. Attend all scheduled trainings and meetings.
 - Training updates and refines emergency response skills.
 - Ongoing training increases personal and team skills through training with the Pool Manager.
- C. Complete daily log sheets/tracking.
 - Log sheets for open and family swim numbers.
 - Chemical readings of pool, log results, inform manager of any problems.
 - Make accurate and complete written report of any and all medical and non-medical incidences immediately after their occurrence.
 - Report any faulty equipment or facility problems (including incident reports) to either the Pool Manager or Town Staff (Clerk, Public Works Department, etc.).

D. EACH STAFF MEMBER IS RESPONSIBLE FOR:

- The safety of all patrons using any of the pool facilities.
- Their own actions (or inaction's) and job performance.
- Community members retiring/not returning to classes due to dissatisfaction.
- Community members feeling secure and having confidence in our Town staff.
- Community members enjoying themselves.
- Setting good examples for other staff and community members.

LIFEGUARD AGREEMENT:

I have read the Job Description and the Town of Twisp Pool rules, and I fully understand my responsibilities. If I have any questions, problems or suggestions, I understand that I may discuss them with my supervisor(s) at any time.

Date

Employee Signature