

# Head Lifeguard Job Description

**Position:** Head Lifeguard

**Reports To:** Recreation Director, Recreation Board

**Supervises:** Other lifeguards, and patrons swimming in all pools

**Division:** Lifeguards & Patrons

**Location:** James Kennedy Family Aquatics Center, Tipton

**Job Summary:** Assist Recreation Director in making lifeguard schedule.  
Supervision, Maintenance of Locker Rooms and Pools.

## **Duties and Responsibilities:**

- Meet with Recreation Director prior to summer season.
- Attend staff training session prior to the beginning of outdoor facility opens and all staff meetings throughout the program season.
- Lead in service training prior to the start of summer season. (Call all lifeguards)
- Staff members must conduct themselves in a mature and professional manner.
- All staff will take directions from the Head Guards and Recreation Director and carry out directions in a prompt and respectful manner.
- Arrive promptly at beginning of shift at the designated times. (Hour before opening)
- Complete and turn in daily time card for all lifeguards to Recreation Director.
- Keep track of who is absent, you must be notified, or if unavailable, the Recreation Director should be contacted. All absences will be reported to the Recreation Director.
- Supervise the locker rooms, keeping dressing orderly...No Rough Play.
- Tidy up locker rooms at the end of each shift
- Vacuum and clean decks for all outdoor pools before opening and periodically clean.
- Check pool chemicals every three hours.
- Provide first aide care when needed and be readily available for telephone usage.
- Lead EAP (Emergency Action Plan) when needed.
- Inform Recreation Director of any problems of any lifeguards not being cooperative, communicating, showing up late, not scanning patrons properly, talking to others while on duty, or not properly rotating positions.
- Fill out proper forms when an incident happens or a lifeguard needs to be written up. Forms are in Recreation Director's office.
- Other duties will be assigned by the Recreation Director.

## **Skills and Abilities:**

Must have swimming skills, communication skills, organization, scheduling, and enjoy working.

## **Education and Experience:**

Must be at least 17 years of age.

Must have Red Cross Lifeguard Certification. (CPR & First Aid)