

PROCTOR OLYMPUS POOL

LIFEGUARD JOB DESCRIPTION

MANDATORY REQUIREMENT: Current Lifeguard and CPR Certifications. Certificate must be filed with the Town Clerk and displayed at the Pool building.

DUTIES: The primary responsibility of a lifeguard is to protect lives by using his or her skills to prevent injury among patrons. This duty doesn't only include rescuing drowning victims or administering CPR and first aid. Being alert and proactive also helps to prevent dangerous situations from ever occurring in the first place.

A lifeguard spends a major portion of his or her shift performing "patron surveillance" or keeping a watchful eye over the crowd monitoring activities in the swimming area to prevent accidents and provides assistance to swimmers. Other responsibilities should not interfere when a lifeguard is doing this primary duty.

Other duties shall include at least the following:

- Come prepared to work 15 minutes prior to start time with appropriate attire; swimsuit, whistle, towel, sunscreen
- Actively communicate with the public, parents, and co-workers
- Assist with teaching swimming lessons
- Enforce posted rules fairly and consistently
- Perform duties in a safe and courteous manner
- Keep conversations with others short so that they don't interrupt the observation of your area.
- Keep rescue supplies and equipment handy in case of emergency.
- Inspects the aquatic facility for unsafe conditions and cleanliness to prevent accidents and reports any hazards to the supervisor
- Clean and secure buildings and grounds
- Ensure the bathrooms/changing rooms are clean
- Complete required records and reports on time (accident reports, daily log report, time sheets)
- Report issues to the Director or Assistant Director

OPERATING HOURS: Monday - Sunday 12:00 a.m. - 6:00 p.m.

The pool will open at 1:00 pm on the last day of school at Proctor Elementary.

Notes: The reduction of hours will occur only when the weather conditions are not conducive to swimming. In the event that the pool has to close due to weather conditions, there will be a message on the answering machine to inform the public.

Lifeguard Duties

Lifeguard Duties: Other Major Duties

- Enforcing the rules fairly and consistently is a close second major duty and could even be considered to be a part of patron surveillance. Help the patrons to keep themselves safe by monitoring and putting an end to dangerous behaviors. These can include running on slippery surfaces or roughhousing around the pool area.
- Paperwork can also be an important duty for lifeguards at times. Completing and submitting reports about incidents is essential to prevent lawsuits about negligence or improper care. For example, there are laws that require an on-guard lifeguard to act in an emergency situation and if the lifeguard fails to act, this is considered negligence. But a patron also has the right to refuse care and a situation where this occurs must be documented to keep all parties involved legally protected.
- Depending on where you work, you might be required to complete some maintenance and cleaning tasks as part of your lifeguard duties. These can include monitoring chemical levels in the pool, picking up trash and organizing equipment, or inspecting the facility for unsafe conditions.
- If your place of employment has the programs, you might also be obligated to attend an orientation session when you are hired as well as in-service training programs periodically to refresh skills and knowledge.
- Lifeguards are also considered to be customer service representatives in some cases. Especially if you work in an area like a waterpark or resort, patrons might often ask you for directions or recommendations about other attractions. A lifeguard must learn to balance short interactions with guests while at the same time performing his or her primary duty of patron surveillance. Sometimes people just like to make small talk and don't realize how much concentration is required in lifeguarding. It's the job of the lifeguard to remain both polite and helpful while staying alert.

Lifeguard Job Description

According to the lifeguard job description by the American Red Cross, a lifeguard is “responsible for ensuring the safety of facility patrons by preventing and responding to emergencies.”

Qualifications

- [Lifeguard certification](#)
- First aid
- AED/CPR
- Any other certifications that are required by local law in your state
- In certain cases, previous lifeguarding experience will be required such as at a popular beach where there are lots of tourists during peak season.

Duties

- Scans the area of surveillance to make sure that patrons are safe and behaving according to the rules.

- Acts in emergency situations and provides rescue and first aid assistance up to his or her training level until medical personnel arrive.
- Inspects the aquatic facility for unsafe conditions and cleanliness to prevent accidents and reports any hazards to the supervisor.
- Enforces rules consistently and fairly.
- Fills out reports for incidents or other records for reference.

Responsibilities

- Renews required certifications when they expire.
- Stays fit to perform job adequately which requires swimming endurance and strength.
- Maintains a professional appearance.
- Interacts politely with facility patrons and acts as a role model for young children.
- Attends all meetings and training sessions for the aquatic facility staff.

Lifeguard Responsibilities

Most lifeguard responsibilities are common sense and you'll already know a lot of them intuitively. Listed below are some characteristics you'll need to develop and maintain in order to meet the demands of being a lifeguard. Any job where your primary focus is to protect and save lives will naturally come with many responsibilities.

Must be Knowledgeable

- Have the required (3) certifications and skills.
- Be familiar with safety risks and rules for the water environment.
 - At a pool, these can include enforcing rules about diving in shallow part of the pool or no running on wet, slippery surfaces.
 - At a beach, these could include an awareness of rip tides, knowing the changes in tide level, recognizing unsafe areas (maybe sharp rock or coral formations), and being alert for dangerous animals like jellyfish or even sharks.
- Maintain your certifications.
 - The lifeguarding certification is active for 3 years.
 - The CPR/AED and first aid trainings are only valid for 1 year.

Must be Healthy

- Maintain a certain level of fitness because the nature of the job requires strength and endurance.
- Eat well and stay hydrated to be alert (and not pass out on duty...).
- Do not drink excessively. Being hung-over on duty is obviously not a good combination with a lifeguard's working conditions and expectations.
- Take care of yourself in general – get enough sleep, use sunscreen, etc. If you're not feeling your best, you won't be able to perform at your highest potential in an emergency.

Must be Professional

- Stay attentive during duty, always scanning the area. Patron surveillance is the greatest of lifeguard responsibilities.

- Keep conversations with others short so that they don't interrupt the observation of your area.
- Keep rescue supplies and equipment handy in case of emergency.
- Wear appropriate clothing for work (maybe a uniform) and be neatly groomed.
- Only eat or use your cell phone during breaks.

Must be Reliable

- Get to work on time.
- Follow the rules at all times and enforce them consistently among patrons.
- Act appropriately under pressure.

Must be Mature and Polite

- Always be courteous when interacting with patrons and never argue with them.
- Remember that being a lifeguard is a leadership position and little kids will be looking up to you.

Pittsford

SUMMARY:

Monitors activities in the swimming area to prevent accidents and provides assistance to swimmers by performing the following duties:

ESSENTIAL DUTIES:

- Cautions swimmers regarding unsafe areas
- Observe and enforce all rules and regulations
- Attend any staff in service days or conferences as offered
- Complete required records and reports on time (accident reports, daily log report, time sheets) Actively communicate with the public, parents, and co-workers
- Work well with children and willing to work cooperative with others
- Respond quickly to all emergency situations and administer first aid
- Assist Swimming Area Supervisor with teaching lessons
- Communicate all concerns with and needs with Swimming Area Supervisor and/or Recreation Director
- Carry out all scheduled daily job duties (clean restrooms, rake beach, pick up garbage, etc...)
- Collects daily entrance fees
- Open and closes facility when. scheduled
- Carry out all additional duties as assigned by the Swimming Area Supervisor