

Job Title: Head Lifeguard

Department: Community Center

Job Summary: The Head Lifeguard will ensure the safety of patrons by preventing and responding to emergencies, and providing leadership to the lifeguard staff at the indoor aquatic facility located at the Excelsior Springs Community Center.

Major Duties:

- 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
- Provide supervision to the lifeguard staff during scheduled shift
- Assure pool is maintained in a safe and sanitary condition
- 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
- Assist Aquatics Supervisor and Assistant Aquatics Supervisor in training and updating personnel in proper water rescue and CPR/First Aid techniques
- Assist Aquatics Supervisor and Assistant Aquatics Supervisor in training and monitoring pool personnel in the proper use of chemicals
- Assist Aquatics Supervisor and Assistant Aquatics Supervisor in finding substitutes for vacant shifts
- 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

Knowledge Required for the Position:

- Current American Red Cross Lifeguard certification
- Current American Red Cross First Aid and CPR certification
- Ability to react calmly and effectively in emergency situations
- Previous experience in peer management/supervision or ability to demonstrate related skills set
- 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

Supervisory Controls: The Head Lifeguard assigns work in terms of very general instructions. The Supervisors spot-check completed work for compliance with procedures and the nature and propriety of the final results.

Guidelines: Guidelines include the city employee handbook, county health codes, American Red Cross Lifeguard, CPR, and First Aid training, the city policy and procedures manual, the community center policy and procedures manual, and safety rules.

Complexity: The work consist of varied duties related to providing recreational swimming activities for the citizens of Excelsior Springs.

Scope and Effect: The purpose of this position is to ensure the safety of the citizens of Excelsior Springs and community visitors. Successful performance helps ensure the provision of recreational opportunities and an improved quality of life for the citizens of Excelsior Springs.

Personal Contacts: Contacts are typically with co-workers, representatives of other city departments, school district personnel, representatives of sports associations, and the general public.

Purpose of Contacts: Contacts are typically to resolve problems and provide services.

Physical Demands: 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 employee distinguishes between shades of color.

Work Environment: The work is typically performed in a pool environment, office, gym, banquet room, room, 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.

Grade TBD

