



# EXCELSIOR SPRINGS

Parks · Recreation · Community Center

<b>Job Title:</b>	Lifeguard	<b>Job Category:</b>	Aquatics
<b>Department/Group:</b>	ESPRCC	<b>Supervisor:</b>	Aquatics Manager
<b>Location:</b>	ES Community Center	<b>Date Closing</b>	Open until filled
<b>Level/Salary Range:</b>	A Starting at \$13.35/hour	<b>Position Type:</b>	Part-time

The Lifeguard will ensure the safety of patrons by preventing and responding to emergencies at the indoor and outdoor aquatic facilities located at the Excelsior Springs Community Center. The work consists of varied duties related to providing recreational swimming activities for the citizens of Excelsior Springs. The work is typically performed in a pool environment, office, gym, 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. 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.

### ESSENTIAL JOB FUNCTIONS:

1. Prevent accidents and eliminate or minimize hazardous situations.
2. Maintain constant surveillance of patrons in the aquatic facility; acts immediately and appropriately to secure safety of patrons and administer first aid as needed.
3. Provide emergency care and treatment as required until arrival of emergency medical services.
4. Observe and enforce all rules and regulations of the facility.
5. Educate and inform patrons of the rules and regulations of the facility.
6. Lifeguard as scheduled or find appropriate substitute as needed.
7. Communicate to other lifeguards and facility staff the need for additional assistance or equipment in an emergency.
8. Present professional appearance and attitude at all times and maintain a high standard of customer service.
9. Attend all in-service training sessions and additional staff meetings.
10. Maintain job-related skills at a high level.
11. Perform various maintenance duties as directed to maintain a clean, safe and sanitary facility.
12. Complete all required reports and records in a timely fashion and submit them to Aquatics Manager.
13. Other duties as assigned.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Must be at least 15 years of age.
2. American Red Cross Lifeguard certification.
3. American Red Cross First Aid and CPR certification.



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## **PREFERRED SKILLS:**

1. Ability to react calmly and effectively in emergency situations
2. Strong customer service skills.
3. Ability to follow written and verbal instructions. Intermediate proficiency with Microsoft Office Software applications including Word, Excel and PowerPoint. Experience with Sportsman software is a plus. If no experience must be willing to go through proper training to master this program.
4. Ability to gather information, make computations and assist in other department activities.
5. Must be able to maintain confidentiality.
6. Ability to establish and maintain effective working relations with coworkers and the public.
7. Ability to make work-related decisions in accordance with department policies and regulations with a minimum of supervision.
8. Skill in organizing, planning and preparing materials and evaluation goals and objectives.
9. Skill in selecting, supervising, and appraising, counseling, and discharging personnel.
10. Skills in management and staff development.
11. Ability to establish good working relationships with public, subordinates and supervisors.
12. Ability to maintain self-control and composure and set a professional example for the staff and participants.
13. Ability to demonstrate a strong commitment to patron services.
14. Ability to understand, analyze and implement ideas and concepts.
15. 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.
16. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity.
17. The employee distinguishes between shades and color.
18. Ability to work nights and weekends with irregular work hours.
19. Exposure to communicable diseases and bodily fluids.
20. Must be able to lift, push, pull, and carry up to 50 pounds in weight. Proper lifting techniques required.
21. Position may require bending, leaning, kneeling, and walking.

## **ADDITIONAL NOTES:**

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.