

JOB DESCRIPTION



SUMMER SEASONAL POOL POSITIONS

LIFEGUARD

DEFINITION

Under general supervision, assists with the instruction of swim classes, performs lifeguard duties, and enforces all rules and regulations pertaining to the safety and well-being of patrons and visitors at the Municipal Pool. The seasonal positions identified below consist of up to 14 weeks of employment - approximately mid-May to the end of August.

EXAMPLES OF DUTIES: (E=Essential Duty; M=Major Portion of time)

- Assists with the instruction of all levels of swimming classes. (E)
- Maintains constant vigil over patrons. (E-M)
- Effects rescue of persons in distress. (E)
- Renders first aid when needed. (E)
- Completes records and reports as required.
- Assumes assigned duties connected with care and maintenance of facility.
- Enforces all rules and regulations. (E-M)
- Other related duties as required.

QUALIFICATIONS

- Must possess current Red Cross Lifeguarding, First Aid (15 Hrs.), and CPR (6 Hrs.) certificates.
- Ability to work outdoors in summer heat.
- Ability to lift and carry first aid or drowning victims as required by certificate regulations.

WATER SAFETY INSTRUCTOR (WSI)

DEFINITION

Under general supervision, instructs classes in swimming, performs lifeguard duties, and enforces all rules and regulations pertaining to the safety and well-being of patrons and visitors at the City Pool.

EXAMPLES OF DUTIES: (E=Essential Duty; M=Major Portion of Time)

- Organizes and instructs classes for all levels of swimming. (E-M)
- Maintains constant vigil over patrons. (E)
- Effects rescue of persons in distress. (E)
- Renders first aid when needed.
- Completes records and reports as required.
- Assumes assigned duties connected with care and maintenance of facility.
- Enforces all rules and regulations. (E-M)
- Other related duties as required.

QUALIFICATIONS

- Must possess current Red Cross Water Safety Instructor, Lifeguarding, First Aid (15 Hrs.), and CPR (6 Hrs.) certificates.
- Ability to work outdoors in summer heat.
- Ability to lift and carry first aid or drowning victims as required by certificate regulations.

POOL OFFICE ASSISTANT

DEFINITION

Under general supervision, the office assistant will monitor patrons entering and exiting the pool facility; assist with clerical and maintenance duties as needed; and enforce all rules and regulations pertaining to the safety and well-being of patrons and visitors at the City Pool.

EXAMPLES OF DUTIES: (E=Essential Duty; M=Major Portion of Time)

- Collects admission fees from patrons entering the facility. (E-M)
- Assists with swim lesson enrollment. (E-M)
- Maintains constant vigil over patrons. (E-M)
- Completes records and reports as required. (E)
- Assumes assigned duties connected with care and maintenance of facility. (E-M)
- Answers phone calls and provides information as requested. (E-M)
- Enforces all rules and regulations. (E-M)
- Provides assistance in all emergency situations. (E)
- Renders first aid when needed. (E)
- Performs other related duties as required.

QUALIFICATIONS

- Must possess current Red Cross standard first aid and CPR certificates for infant, child, and adult. Equivalent or higher certificates are accepted.
- Applicants must be at least 16 years of age.

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