

C. V. Starr Community Center

300 South Lincoln Street

Fort Bragg, CA 95437

707-964-9446

www.starrcenter.net

JOB DESCRIPTION

JOB TITLE: LIFEGUARD

REPORTS TO: AQUATICS & PROGRAMS COORDINATOR

TYPE: PART-TIME, NON-EXEMPT

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

The Lifeguard of the C.V. Starr Community Center and Sigrid & Harry Spath Aquatic Facility (Center) is a part-time, non-exempt position reporting to the Aquatics & Programs Coordinator. Under general direction, this position is responsible for the welfare of all members utilizing the pools and adjacent areas and performs a variety of aquatic services at the Center. Responsibilities include supervising and maintaining pool areas including equipment and facilities; ensuring conformance with water safety rules and regulations including testing water; preventing and responding to emergencies; providing supervision of participants; and other duties as assigned.

ESSENTIAL FUNCTIONS:

Constantly uses all senses to feel, smell and hear in the work environment; regularly gives oral instructions to pool area participants frequently talks and hears both in person from close and long distances and by phone or radio; constantly walks on hard, uneven and wet surfaces; frequently bends, twists, stoops, squats and kneels to perform tasks; occasionally lifts and carries items up to 50 pounds; occasionally lifts above shoulder and head; occasionally works in confined spaces; frequently uses materials, including chemicals and equipment used in aquatic facilities; frequently stands and sits for long periods; frequently swims, paddles and dives into pool water; frequently uses hands and fingers, handle, feel or operate lifesaving equipment; frequently works evenings, holidays and weekends.

Constantly observes, interprets and responds to people and situations; constantly analyzes and solves problems; frequently reads and interprets data, information and documents; constantly performs work on multiple, concurrent tasks with constant interruptions; constantly interacts with the public and staff; occasionally interacts with management and representatives of other governmental agencies; occasionally interacts with distressed, quarrelsome or abusive individuals.

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to:

- Provides excellent internal and external guest and customer service by maintaining a safe and clean Center. Creates a positive experience for guests through professional and courteous behavior and creative problem solving.
- Performs all duties of a lifeguard.
- Maintains a safe environment for all staff and participants.
- Actively monitors pool activity in and around the pool areas and responds to inappropriate behavior, hazards, and incidents as needed and documents accordingly.
- Responds to emergencies occurring on Center grounds while on duty.
- Monitors and inspects pool and deck areas, features and restrooms to ensure they are safe for public use and reports unsatisfactory conditions.
- Monitors pool water regularly and adds chemicals as directed.
- Assists with placement of essential pool equipment when and where necessary (water weights, kick boards, etc.).
- Assists with facility, equipment and feature maintenance as assigned.
- Maintains a positive and friendly attitude with all members, staff, and facility users.
- Performs opening and closing duties.
- Attends all staff meetings and in-service training sessions as required.
- Works a varied schedule including, nights, weekends and holidays.
- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS:

Knowledge of:

- First aid procedures and resuscitation methods;
- Swimming and bathing hazards;
- First aid and rescue equipment and their proper use and maintenance;
- Advanced first aid practices and resuscitation methods; and
- Lifeguard techniques and equipment.

Ability to:

- Work independently with minimal supervision and handle multiple tasks;
- Rescue swimmers in distress;
- Communicate clearly and concisely both orally and in writing;
- Establish and maintain effective working relationships with superiors and the public; and
- Work varied schedules, including holidays, evenings and weekends.

MINIMUM EDUCATION/EXPERIENCE:

- Must be at least 15 years of age.

REQUIRED LICENSES AND/OR CERTIFICATIONS:

- American Red Cross Lifeguard and Waterpark Skills;
- American Red Cross CPR/AED; and
- American Red Cross First Aid.

PHYSICAL REQUIREMENTS:

Perform work in an indoor aquatic facility with the normal environmental conditions found in this type of facility including potentially hazardous chemicals, wet conditions and confined spaces. Corrected 20/20 vision, hearing ability adequate to monitor facility activity, ability to speak and instruct articulately, ability to respond physically to any emergencies quickly and appropriately.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Revision: 07/2012



C. V. Starr Community Center is operated by the Mendocino County Recreation and Park District (MCRPD) and all employees of the Center are MCRPD employees.