

Job Title:	Lifeguard & Swim Instructor	FLSA Status:	non-exempt
Department:	Aquatics	Prepared Date:	April 2013
Reports To:	Aquatics Manager		

Customer Service Mission Statement:

All positions at the SJCC are expected to create and actively promote a comfortable and welcome environment where every member (customer) is treated with dignity and respect, in a friendly, personalized manner. All employees are expected to anticipate and be responsive to member (customer) needs/requests.

Position Summary:

The Lifeguard & Swim Instructor is responsible for maintaining a safe swimming environment for all swimmers by enforcing pool rules, facility rules, and following the pool schedule closely.

Essential Duties and Responsibilities:

- Caution swimmers regarding unsafe behaviors.
- Rescue swimmer in danger of drowning; administer first-aid/CPR when required.
- Inspect facilities for cleanliness; monitor and record pool and hot tub readings (every three hours); report unusual readings to the Aquatics Manager.
- Perform regular pool maintenance as assigned by the Aquatics Manager.
- Open and close the pool as outlined in the Staff Manual.
- Fill out accident reports thoroughly as accidents occur, distributing them according to protocol.
- Teach swimming lessons to students.
- Prepare written attendance records for swim lessons.
- Discuss student progress with parents and/or the Aquatics Manager.
- Write individual evaluations for each swimmer in the swim class.
- Substitute for co-workers when necessary, covering open shifts.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Other duties as assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

At least six months of related experience or training is required.

Certificates and Licenses:

The following certificates are required and must be maintained:

- Current Lifeguard and First Aid Certification
- Current CPRS for the Professional Rescuer and AED Certification (Adult and Child)

The following certification is preferred:

- Water Safety Instructor (WSI)

Computer Skills:

There are no computer skills required for this position. Knowledge of MS Office is preferred.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to the carrying out of detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk, hear, walk, swim, paddle, and stand. The employee is occasionally required to stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee is regularly required to lift, push, and/or pull persons or equipment over 100 pounds. Specific vision requirements include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Environmental Conditions: The work is frequently performed around or in a pool facility, with a moderate noise level. Surfaces are frequently slippery and wet.