

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

Job Description Lead Lifeguard Level 2

| | |
|--|--------------------|
| Reports To: Aquatics Director | Location: 6 |
| Type of position: Hourly | Grade: 23 |
| Benefits Eligible: Yes | ID: 130 |
| Non-Routine Driver | Tier: 3 |
| EEOC Classification: Service Worker/Non-Supervisory | |

Position Summary

Responsible for safety, service and cleanliness of the Aquatic Center. Assigns cleaning responsibilities to lifeguards on duty. Inspects record keeping and equipment daily. Ensures that first aid supplies are always fully stocked. Assists with the scheduling of other lifeguards.

Qualifications

One year of lifeguarding experience required. Working knowledge of life guarding and chemical testing skills required.

Certifications

Current Lifeguard, CPR and first aid certifications are required. WSI (water safety instruction) and CPO (certified pool operator) are preferred.

Physical Requirements

Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. Tolerant of constant exposure to pool water and chemicals through skin contact and inhalation. Must be able to meet all of the physical requirements for certifications and maintain those requirements at all times.

The minimum requirements of this position require this individual to:

- Ability to perform repetitive tasks and/or motions as appropriate for using a keyboard
- Ability to hear alarms/ telephone/normal speaking voice
- Clarity of vision with/without corrective lenses
- Must be able to negotiate stairs and ladders
- Must be able use required equipment

Other Requirements

- Furnish own transportation
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President / CEO of SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

| Requirement | Key | Evaluation Comments |
|---|-----|---------------------|
| Greet members and staff with exemplary service, a smile and empathy. Realize and support HFC philosophy that members are individuals and their needs come first. | | |
| Assist the Aquatic Director in providing a safe aquatic environment. Ensure that first aid supplies are always fully stocked. | | |
| Assist the Aquatics Director by assigning cleaning tasks to the lifeguards on duty | | |
| Inspect record keeping and equipment daily. | | |
| Assist with the scheduling of lifeguards | | |
| Lead the lifeguards on duty to follow all of the rules, practice safety, professional behavior and customer service. Report issues to the Aquatics Director. | | |
| Provide for the safety of all swimmers by using certified life guarding skills. | | |
| Supervise each participant and professionally enforce the policies of the aquatics department and HFC. | | |
| Educate participants in aquatic safety policies in lap pool, therapy pool, and whirlpool when appropriate. | | |
| Professional conduct is required at all times with members and staff. | | |
| Responsible for regularly inspecting the aquatics area to insure decks are dry and free of obstacles. Inspect recordkeeping and equipment daily. | | |
| Test water chemistry and make adjustments based on pool operator's guidelines as necessary to maintain state and HFC center guidelines. | | |
| Maintain accurate records of water testing and attendance for all facility pools. | | |
| Remove and install lap lanes as required for various aquatic programs | | |
| All reports of incidences or injuries must be submitted to the Aquatics Director using the proper forms. Follow-up may be required via the direction of the Aquatics Director to complete incident reports for injuries or circumstances that fall outside normal operating procedures. | | |
| Store all equipment safely and in the proper location. | | |
| Report all maintenance issues to the Aquatic Director and assist in the maintenance and cleaning of all equipment and aquatic facilities. | | |
| Assist the Aquatics Director in obtaining information regarding participant's desires and needs. Promote Aquatics programs that meet the needs of the participant, encourage participants to cross train and promote new programs | | |
| Complete substitution form to ensure proper coverage of the Aquatic Department in case of personal illness, injury or vacation and assist with the scheduling of the other lifeguards | | |
| Work as scheduled two weekends a month to ensure certified supervisory coverage | | |
| Maintain proper certifications and those required by HFC | | |
| Attend departmental meetings and seminars. | | |
| Administer First Aid to participants when necessary. | | |

Adhere to Policies and Procedures

Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.

Adhere to punctuality, attendance and absenteeism policies

Adhere to dress code standards

This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.

Evaluation Summary

Met last year's goals:

Evaluation Goals for Up Coming Year:

- 1.
- 2.
- 3.
- 4.

Recommendations:

Employee Comments:

Employee Signature:

Date:

Supervisor Signature:

Date:

ED Review:

HR Review: