

Exempt Job Description

Title: Head Life Guard

Supervisor: Pool Manager

Position: Full-time **General**

Function:

Under the direction of the *Pool Manager* you are responsible for overseeing all Lifeguards. You play a direct role in the safety, maintenance and overall success of Nassau Swim Club. You must lead and direct staff in building a team that focuses on good customer service, who works cooperatively with each other to achieve the goals and objectives of Nassau Swim Club.

Entry Requirements:

Knowledge and Skills (Specialized, Technical, or Practical)

- Must be have at least 2 yrs. lifeguard experience and be 18 years of age
- Current Lifeguard Certification
- CPR for the Professional Rescuer, AED, and O2
- Current Standard First Aid Certification
- Understand and follow all Board of Health requirements
- Understand and follow all MSDS and OSHA requirements in handling chemicals and safety with staff
- Build a positive staff that interacts with pool members and is attentive, focuses on safety and is responsive and professional at all times

Human Relation Skills:

- Project Nassau's image by personal adherence to all policies and procedures
- Demonstrate the ability to train staff to follow all policies and procedures established by Nassau Swim Club.
- Demonstrate the ability and lead staff in providing excellent customer service to pool members and its guests putting safety first
- Ability to give direction and set high expectations for staff. Re-train staff as needed

Experience:

- Previous pool experience preferred
- Experience in an aquatics setting
- Knowledge of maintenance, chemicals and record keeping

Job Requirements:

- Ability to manage staff and take corrective action when needed
- Ability to take the lead and make good decisions with judgment during difficult/stressful situations
- Responsible to see that all lifeguards stay focused and scans area of the pool at all times while on duty
- Responsible to ensure that all lifeguards follow all policies and procedures as outlined in the policy and procedures manual
- Considerable judgment and resourcefulness required
- Must assist and deal with emergency situations and rescues while on duty
- Maintain pool ground maintenance including the following and any other assigned duties:
 - Lawn mowing, weeding, trimming, deep cleaning, equipment, maintenance upkeep, locker room cleanliness, trash removal hourly, clean tables in snack area hourly when closed, maintain proper chemical levels for pool and all records
- Responsible for operations of the pool at all times
- Responsible for all operations of the pool when manager is not present at pool
- Responsible for all proper check-in of pool members on a daily basis when present
- Responsible for all monies taken in for deposit daily when pool manager/asst. manager is not present
- Responsible for schedule of life guards when manager/asst. manager is not present to stay within labor budget
- May be asked to assist with set up of pool in spring tackling cleaning of grounds, cleaning and painting pool and performing manual labor to prepare the pool for upcoming summer season
- May be asked to assist with closing of pool in September where storage of supplies, equipment and draining pool preparing for winter season

Administrative:

- Properly sign in members at front entrance
- Properly record and collect funds from visitors
- Answer questions and build good relationships with members
- Market club programs and build excitement

Physical and Mental requirements:

- Must be motivated and able to implement oral and written instructions
- Must be able to communicate respectfully and effectively with board members, superiors, staff members, pool members (parents and children) and guests
- Must be mentally prepared to handle emergency situations and rescues within a calm and professional manner
- Must be able to lift 50 pounds
- Must be able to communicate verbally, including projecting the voice across distances.
- Hear noises and distress signals
- Must be able to evaluate situations; make decisions as established in policies and procedures manual
- Requires frequent heavy lifting and moving of equipment and supplies
- Knowledge and physical ability to respond in an emergency situation

Accuracy:

- Requires accurate record keeping for programs, deposits and payroll

Participation Safety:

- Requires considerable attention and alertness to safety hazards
- Must be able to take on leadership role in matters of safety
- Always scan environment for safety hazards

Principle Activities:

- Interpret and enforce pool rules and policies to ensure all staff is giving proper direction
- Execute emergency procedures as needed
- Promote Nassau Swim Club and the programs that they offer to their members
- Lock and secure all pool doors when the pool is closed

- Keep accurate records of attendance, chemical reading, worker comp injuries and incident reports
- Report all issues to the Pool Manager, Vice President and Board of Directors
- Be an ambassador in the community for our pool
- Other duties as assigned by the Vice President/Board of Directors
- Perform all duties with a smile and use great customer service skills

Effect on the End Result

Highly satisfied members, parents and participants

Employee Date Supervisor Date

Created 2/13, Revised 4/14, Revised 8/16, Revised 8/17