

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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**Title:** Head Lifeguard  
**Reports to:** Aquatics Program Manager  
**Position Status:** Part Time/Regular Part Time  
**Payroll Status:** Hourly

### **JOB SUMMARY**

The Head Lifeguard functions as the day-today shift manager with responsibility for customer services, pool safety, events, shift duties, supervision, evaluations, drills training, operations, trouble shooting, first aid, emergency services, problem solving, reports, and other functions. The position functions as a first responder in emergencies, represents the District to community and event groups, is a working supervisor and may perform general lifeguard and instructor duties. Also assists in water testing, pool maintenance, record keeping, and start-up or closing routines. has responsibility for maintaining safe pool chemistry and swimming conditions in the pool, deck and surrounding areas. The Head Lifeguard also attends senior pool staff meetings and assists in workshops, functions and activities.

### **ESSENTIAL JOB FUNCTIONS**

- Performs day-to-day planning and scheduling, in conjunction with supervisory personnel, for lifeguard services, new programs, events, and other activities, and participate in team and other meetings and workshops.
- Leads, schedules, and supervises lifeguards, contract instructors, or other service providers.
- Organizes and performs lifeguard and swim instruction and coaching.
- Assists with training and orientation of new lifeguards and instructors regarding pool procedures, forms, and programs, and serves as resource on day-to-day activities.
- Functions, with the duty lifeguard, as a first responder in emergency services. Monitors and inspects lifeguard services, classes, events, and equipment operations, safety, and compliance with regulatory standards.
- Assists in accident investigations, program safety reports, and quality assurance.
- Promotes and assists in publicizing recreation programs and perform duties such as providing input on District brochures or meeting with event hosts and groups.
- Assists in developing new programs, clubs, and services and serves as a bridge or liaison on behalf of the District to participants, interested persons, recreation resources, and other persons.
- Attends various continuing education meetings, seminars and workshops.
- Other duties as assigned.

### **QUALIFICATIONS**

- Equivalent of two years supervisory and lifeguard related experience with customer service, safety, training, reports, multi-tasking and maintenance support.
- Current American Red Cross Lifeguard Certification required
- American Red Cross Water Park Guard Certification required
- American Red Cross Water Safety Instructor Certification preferred
- American Red Cross Blood Borne Pathogens Certification preferred
- Water chemistry and testing skills
- Must be at least 18 years of age with a high school education or equivalent experience and training supplemented with continuing education workshops.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, organize, and troubleshoot daily pool operations, services, and safety of public recreation programs.
- Knowledge and physical ability to teach current lifeguard and swim programs.
- Developing knowledge of recreational services such as aquatics programs and ability to assist in program planning including program services and facility administration.
- Ability to effectively perform recreational services communications and publicity functions.
- Knowledge of and ability to implement trends and practices in recreational services, aquatics, supervision, and community needs and interests.
- Ability to assist in leading others to common goals and to work cooperatively with other employees, division and department heads, and the public.
- Ability to accept direction for professional/departmental improvement.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to effectively supervise diverse work activities of colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to assist in preparing and presenting clear and concise aquatic service program plans and reports using applicable software as needed.

## **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking workplace. The work environment is mainly indoors. Work is performed in an aquatics center and office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to hear distress noises and hear and see distress signals in a noisy aquatic environment, including in the water and anywhere in the zone of responsibility.
- Will require long periods of sitting or standing in a hot, humid and noisy environment.
- Must be able to sit, stand, walk, grab, pull and push objects in or out of water, squat down, stoop, kneel, crouch and jump.
- Ability to lift up to 50 pounds.
- Must be able to perform physical requirements of all certifications.
- Hours will vary depending on the pool schedule and may include early morning, weekend and evening shifts.

## **SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature