



# CANTON

## PARKS & RECREATION

Inspiring People. Celebrating Community.

### *Job Description*

#### **Position Title**

Lifeguard

#### **General Statement of Duties:**

To further the mission of the Department by providing supervision and ensuring a safe environment at Bolivar Pool. Assist in the day to day tasks related to the physical operation of the facility and its equipment.

#### **Supervision:**

The position reports to Aquatics Director.

#### **Job Environment:**

Work is performed in a moderately noisy and very busy facility.

Employee has frequent contact with the general public, patrons, program participants, campers, camp counselors, Department staff, and other Town of Canton Employees. May interact with Police and Fire Departments, and the Board of Health. Contacts are generally in person and via telephone.

Errors can result in confusion, personal injury, delay or loss of service, monetary loss, adverse public relations, or legal repercussions.

#### **Position Functions:**

*The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of the position.*

#### **Essential Functions**

##### **Guard all Bolivar Pool related activities**

- Provide surveillance during aquatic activities to help prevent and to manage injuries.
- Implement first aid, CPR, and other emergency management techniques as needed.
- Provide rescues as needed.
- Respond appropriately according to training and facility Emergency Action Plan during emergencies.
- Understand and implement appropriate response to changes in water conditions or weather conditions affecting the pool.

- Consistently communicate and enforce facility and Department policies, procedures, and rules to campers, program participants, and patrons.
- Report concerns or issues to a supervisor in a timely manner.
- Complete required paperwork related to injuries and incidents according to procedures and required time frames.
- Evaluate aquatics abilities of campers, program participants, and patrons.
- Conduct swim tests per Bolivar Pool specifications

**Assist in the management and care of the physical facilities and equipment and in the beach Area**

- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Clean pool area daily keeping it free of hazards and debris.
- Install and remove pool lane lines.
- Set-up and store emergency equipment and equipment for daily use.
- Sweep, mop, scrub, and wash floors, door handles, fixtures, etc., in bathroom and guard room facilities. Replenish supplies as needed.
- Rake beach, fill in holes, and check ADA mat for tripping hazards

**Other Duties**

- Ability to teach swim lessons under the direction of a American Red Cross Water Safety Instructor (WSI).
- Participate enthusiastically during lessons and swim tests for campers and program participants.
- Provide support to pool attendant staff with patrons and facility issues.

**Required Minimum Qualifications:**

**Physical and Mental Requirements**

- Must be 16 years of age.
- Ability to communicate and work with groups consisting of a variety of ages and skill levels. Ability to provide clear and concise instructions to campers, program participants, and camp staff.
- Ability to observe behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring assistance in the water or first aid. Must be able to assist campers and patrons in an emergency (fire, evacuation, illness, or injury) situation and possess strength and endurance required to maintain constant supervision of all swimmers.

*Physical requirements of a lifeguard position could be endurance, including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate safety equipment and water activities. Requires normal range of hearing and eyesight to record,*

*prepare, and communicate appropriate activities/programs. Must have ability to work week days and weekends. Operate with daily exposure to the sun and heat and varying water conditions.*

### **Education and Experience**

- Current certification in lifeguard training from American Red Cross or YMCA Lifeguard Certification.
- Current certification in first aid and CPR. *Advanced certification may be required.*
- Prior experience in aquatics preferred.

### **Knowledge, Skills, and Abilities**

- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to perform physical skills during Department pre-season training sessions.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR, AED use, first aid, and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Ability to work with children.

American Red Cross Water Safety Instructor (WSI) Certification preferred.