

Richland Center Parks and Recreation Department

Pool Lifeguard

Position Description and Job Responsibilities

Job Requirement / Prerequisite: Current certification in Lifeguard training, CPR for the Professional rescuer, and First Aid. Employees are obligated to remain current in all of their certifications while employed at the Pool. Also individual must be 16 years of age to work as a Lifeguard in the State Of Wisconsin. Must obtain workers permit if needed.

Supervision: Lifeguards report to the Pool Manager, Head Guard, and the Parks & Recreation Director. Lifeguards are responsible for providing a safe environment at the Pool Aquatic Center. Lifeguards will provide a positive image of the aquatics program by attentive, conscientious, and courteous behavior on the job. Lifeguards will report to the Pool Manager and or Head Guard. Lifeguard duties will include, but are not limited to:

- Warn patrons of unsafe practices
- Enforce pool rules and regulations with consistency.
- Maintain order in the pool area, bathhouse, deck, and park/shelter area.
- Perform first aid and CPR whenever needed.
- Attend all inservice meetings when scheduled, and be updated by the Pool Manager or Head Guard on any new rules and regulations.

Other Guidelines / Responsibilities include:

- Participate in preseason staff orientation / training program.
- Care of all equipment, supplies, records, and facilities.
- Guards must remain in the pool facility while on duty (included break times).
- Guards may be sent home early on slow days or rainy days, and may be called in on busy days or if someone is sick.
- Guards may be asked to help cashiers during busy times.
- Guards will not swim on duty without approval of the Pool Manager or Head Guard.
- As a Guard and if have doubts as to a swimmers ability in deep water, he/she will administer a swimming test. If the test is failed, swimmer should be asked to stay in the shallow end of the pool.
- The required uniform is a swimsuit, t-shirt, and whistle provided by the Parks and Recreation Department.
This uniform must be worn at all times while on duty.
- It is highly recommended that hats and sunscreen be worn at all times.
- Sweatshirts, extra tank tops or t-shirts will be available for purchase and are optional.
- Long hair should be tied back while on duty.
- No jewelry other than waterproof watches and post earrings are allowed while on duty.
- Guards must be in position at the start of their shift.
- Follow all Parks and Recreation Department policies and procedures.
- Wages will be based on number of years employed and previous job performance.
- Work / Time schedules will be given out by the Pool Manager or Head Guard. Guard will either work on the morning and weekend shift or afternoon and evening shift. Every other week changes. Example: Crew A- AM shift and weekend shift Crew B- PM shift and weekends off.
- Return any keys to the Pool Manager or Director before final checks are distributed.
- Payroll checks will be issued every two weeks.
- It is the Guards responsibility to find a replacement if he / she can not work for their shift with the Head Guard approval.
- To report sickness: if you are sick and can not report to work for your shift you must call the Pool Manager or Head Guard, and if needed the Director.

(Pool Office 647-4409 Director 647-8108)