

# Educational Service Center of Lake Erie West Job Description

**POSITION TITLE:** Lifeguard

**EMPLOYMENT STATUS:** Part-time employee; Non-exempt

**LICENSURE/CERTIFICATION/QUALIFICATIONS:**

1. Current certification in American Red Cross Lifeguard and First Aid Training
2. Current certification in American Red Cross CPR/AED for the Professional Rescuer
3. Other certifications required by state or local laws
4. Successful completion of pre-employment testing of lifeguard skills and knowledge

**CONTRACT:** Employment contract is contingent upon availability of funding; contract days determined by the ESC Governing Board; other terms and conditions of employment as per the ESC Governing Board policies and procedures.

**SALARY:** Based on salary schedule and/or commensurate with experience and education.

**DESCRIPTION:** The lifeguard ensures the safety of patrons of the aquatic facility by preventing and responding to emergencies. Additional duties include the cleanliness of the pool and fitness areas, showers and locker rooms.

**POSITION RESPONSIBILITIES:**

1. Maintain the established working hours for assigned shift.
2. Maintain constant surveillance of patrons in the facility; act immediately and appropriately to secure safety of patrons in the event of an emergency.
3. Provides emergency care and treatment as required until the arrival of emergency medical services.
4. Enforce all aquatic facility policies, rules and regulations.
5. Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the supervisor.
6. Complete secondary duties as assigned.
7. Complete records and reports as necessary or assigned.
8. Participate in regular in-service training sessions.
9. Adhere to the procedures and guidelines outlined in the Collingwood Center Staff Manual.

**SKILLS, ABILITIES AND KNOWLEDGE:**

- Knowledge of CPR-PR/AED and emergency medical procedures
- Knowledge of American Red Cross Lifeguard Training
- Knowledge of facility characteristics, rules, policies, and procedures

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- Ability to deal communicate professionally and effectively with program patrons
- Maintain keys and codes for building security
- Ability to follow routine verbal and written instructions
- Ability to prepare routine administrative paperwork
- Ability to react calmly and effectively in emergency situations
- Ability to apply knowledge lifeguard surveillance and rescue techniques
- Ability to use rescue equipment
- Ability to maintain fitness level in order to maintain strength and endurance.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described 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.

While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties require attentiveness to visual and audible cues for recognition and identification of swimmers in distress or in process of unsafe behaviors. The position requires proficient swimming ability and the proper application of rescue and first-aid techniques. The position requires the ability to properly extract victims from the pool to the deck. This position may require operating not only pool equipment but also a computer keyboard and other standard office equipment. Employee may be asked to provide assistance and/or accommodations to include participants with physical and behavioral disabilities.

The noise level in the work environments is relatively quiet but may escalate when large groups of participants are present.

This position requires the employee to work outside of normal business hours (e.g. early morning, evening, weekends).

This position involves stress as a result of the responsibility to ensure the safety of patrons.

### **ADDITIONAL REQUIREMENTS:**

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment at the ESC.

The employee must complete a satisfactory background check.

## **Educational Service Center of Lake Erie West Job Description**

The employee shall have a valid driver's license or available transportation.

The employee's responsibility is to familiarize him/herself with the ESC Staff Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.