



Job Description

Job Title: **Head Life Guard**
 Job Family: **Business Services: Operations**
 Pay Program: **Classified**
 Prepared/Revised Date: **January 2016**

Job Code: **100526**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 09**
 Typical Work Year: **12 months**

SUMMARY: Responsible for on-site supervision of the Veteran’s Memorial Aquatics Center (VMAC) program set-up and daily operation. This non-benefited position is scheduled as needed based on facility programming for less than 20 hours a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for maintaining proper deck supervision for aquatics staff, set rotations, ensure participants safety, answers inquiries regarding activities, and join guard rotation. Enforce and ensure lifeguards enforce VMAC rules and regulations.	W	30%
2. Ensure pool meets State Health code regulations by regularly checking chemicals and making adjustments as needed. Perform daily facility checks on chemicals and equipment and completes facility reports daily. Provide facility support by performing cleaning of pool, pump room and storage areas. May assist with cleaning of locker rooms, bathrooms, concessions, hallways, rooms, lifeguard office, and with snow clearance of walkways as needed.	W	30%
3. Perform set-up and take down of events and practices taking place at the VMAC to include moving of bulkheads, lane lines, timing system, computers, tables, chairs, platforms, etc.	W	20%
4. Attend staff trainings and meetings, may conduct staff training audits and drills.	W	10%
5. Coordinate and work with outside organizations, concessions workers and coaches to set up events/activities. May assist with opening and closing the facility. May assist with start-up cash for events/concessions and or close outs.	W	8%
6. Perform other job related duties as assigned	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of 1 year experience in an aquatics programs, including Lifeguarding and/or Assistant Pool Manager.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- American Red Cross Lifeguard Training and First Aid Certification required.
- American Red Cross CPR-PR/AED required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Working knowledge of lifeguard rotations and proper scanning zones.
- Experience with the BECS System 5 chemical automation unit.
- Experience working with pool vacuum systems
- Experience working with Colorado Timing Systems.
- Intermediate math skills.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.

- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of or experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facility Operations Manager	100518

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- May assist with conducting staff training audits and drills.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be asked to make recommendations to the Facility Operations Manager and or the Athletic Facility Lead Operator based on daily operational trends or supply needs.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)				X
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	