



Job Description

Job Title:	Lifeguard	Job Code:	100525
Job Family:	Business Services: Operations	FLSA Status:	Non-Exempt
Pay Program:	Classified	Pay Range:	G 07
Prepared/Revised Date:	April 2013	Typical Work Year:	12 months

SUMMARY: This is responsible for general lifeguarding duties at events and activities at the Veteran’s Memorial Aquatics Center (VMAC). This position is non-benefited and 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. Ensure safety of athletes, coaches, program participants and spectators by observing swimmers and spectator areas at all times, correct unsafe behavior, effectively responds to emergency situations, perform lifesaving procedures and assist patrons. Enforce VMAC rules and regulations.	D	60%
2. Perform daily facility checks on equipment to meet manufacturer and State health code regulations and complete facility reports daily. Provide facility support by performing cleaning of pool and pump room, including, but not limited to, emergency clean-up anywhere in the facility. May assist with snow clearance of walkways as needed.	D	20%
3. Perform set-up and take down of events and practices taking place at the VMAC to include, but not limited to, moving of bulkheads, lane lines, timing system, computers, tables, chairs, platforms, etc.	W	10%
4. Attend mandatory staff training and/or meetings.	M	8%
5. Perform other job related duties as assigned	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Either currently in High School or High School Diploma or equivalent.
- Must be a minimum of 16 years old.
- No experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Working knowledge of lifeguard rotations and proper scan zones.
- Experience or ability to learn operation of the Colorado Timing System.
- Experience or ability to learn how to operate pool vacuum 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 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.
- Ability to work with students with diverse backgrounds and abilities.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and/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.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be asked to make recommendations to the Facility Operations Manager and or 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			
Evaluate			X	
Interpersonal Skills			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	