



GREENFIELD
PARKS &
RECREATION

POSITION: Lifeguard/Swim Lesson Instructor
DEPARTMENT: Parks and Recreation
REPORTS TO: Pool Manager and/or Head Lifeguard
WORK SCHEDULE Sunday-Saturday - 11 AM-7 PM - Hours after 7 PM for facility rentals (hours and days vary within facility operation hours)

DATE WRITTEN: April 2005 **STATUS:** Seasonal
DATE REVISED: February 2022 **STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document 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.

Incumbent serves as Lifeguard/Swim Lesson Instructor for the City of Greenfield Parks and Recreation Department for The Kathy Dowling Aquatics Center. Incumbent works under Pool Manager and/or Head Lifeguard and is responsible for maintaining existing pool policies and procedures within The Kathy Dowling Aquatics Center.

DUTIES:

Responsible for the supervision of assigned facility group.

Exercises leadership techniques and skills with participants and staff members at all times. Assists in maintaining rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Directly responsible to the Riley Pool Managers and Greenfield Parks and Recreation Department Management Staff. Punctuality and regular attendance are essential functions of this position. Employee is required to be available for assigned program dates and times while on call. Performs park/facility maintenance and policing debris. Enforcement of all Parks Department facilities regulations and policies is a must. Must perform Lifesaving responsibilities in accordance with the American Red Cross and Parks Department policies. This is a seasonal based position, which carries no formal employee benefits.

II. JOB REQUIREMENTS

Must complete (or have completed) 10th grade and be able to have dependable transportation. Must possess at least one (1) year experience in working with groups of children and/or adults in an aquatics setting, planning, organizing, and conducting

simple recreation activities. Previous Lifeguard experience is preferred. Good knowledge of leadership techniques is required. Knowledge of the care and use of recreation equipment is required. Certification in basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is required, with CPR certification required. Current lifeguard certification is required. Ability to get along well with fellow employees and participants is required. Be constantly alert and aware of dangerous situations. Maintain order in all areas of the pool. Enforce all facility rules and policies in a firm, consistent manner. Must maintain assigned post unless by an authorized and certified replacement. No conversation, other than with the Pool Manager's permission, is allowed on duty. Sit in the lifeguard chair. Must be available to assist in special events and programs throughout the year. This can include, but is not limited to summer concerts, movies, Trunk or Treat, Turkey Day 5K, winter activities, etc. Other duties as assigned by the Pool Manager or Park Department Management to facilitate the safe, sanitary, and effective operation of the assigned facility.

III. PHYSICAL DEMANDS

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

EMPLOYMENT AGREEMENT

EMPLOYMENT STIPULATION(S)

Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with our without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

IMPORTANT-You will be evaluated to some degree at all times. It is our responsibility to put the participants first. Be professional and know that there is a positive reason for everything that we do.

By signing this document, you are agreeing that you have received a copy of your position's job description

The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as a Program Instructor (if hired).

You may accept this letter/agreement portion, which is not a "contract" of employment, as reasonable assurance that you will be re-employed for the next program season/session/post-break time (if initially hired). Although this serves as a potential reasonable assurance, there is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

Employee Name (Print Name)

Employee Signature (Sign Name)

Date_____