



**GREENFIELD**  
PARKS &  
RECREATION

**POSITION:** Lifeguard/Swim Lesson Instructor  
**DEPARTMENT:** Parks and Recreation  
**REPORTS TO:** Pool Manager, Assistant Pool Manager and 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, Assistant 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 Pool Manager, Assistant Manager 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.

**REQUIREMENTS/QUALIFICATIONS:**

- Must complete (or have completed) 10<sup>th</sup> 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 or Assistant Manager's permission, is allowed while 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.

#### **DIFFICULTY OF WORK:**

- 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 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 for 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.

#### **RESPONSIBILITY:**

Incumbent performs according to standard practice of the professional field. Incumbent receives general supervision and discusses with Pool Manager, Assistant Pool Manager and/or Assistant Parks Director unusual/unprecedented situations. Incumbent's work is reviewed primarily for attainment of program objectives and effect on department goals and objectives.

**PERSONAL WORK RELATIONSHIPS:**

Incumbents maintains frequent contact with co-workers, other City departments, other recreation organizations, program participants, local school corporation, national associations, and the public for purpose of exchanging information, explaining/interpreting policies and procedures, coordinating program activities, and supervising and directing personnel.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard pool environment, at a service counter, and outdoors involving sitting and walking at will, lifting/carrying objects weighing less than 50 pounds, close vision, keyboarding, and hearing sounds/communication.

**APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position Lifeguard/Swim Lesson Instructor for the City of Greenfield Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date