



Kandiyohi County Area Family YMCA Job Description

Title: Lifeguard
Supervisor: Aquatics Coordinator
Date: November 2011

General Function:

Under the direction of the Aquatics Coordinator, lifeguards will supervise the aquatic area to prevent accidents, assist swimmers, and keep the area and facilities clean. Lifeguards will create a safe and enjoyable atmosphere to give members a sense of belonging. Lifeguards must be reliable, courteous, and ready to act. Lifeguards must demonstrate the core values of YMCA's Character Development: caring, honesty, respect and responsibility.

Essential Functions

- Lifeguards must be able to see and hear noises in the aquatic environment and be able to recognize swimmers who may need assistance from an elevated, grounded or walking position.
- Lifeguards must be able to communicate effectively with people in normal and stressful situations including projecting one's voice across a distance in normal and loud situations.
- Lifeguards must be able to perform arduous physical tasks necessary for a water rescue to the standard of lifeguard training.

Position Requirements:

1. Current YMCA or American Red Cross Lifeguard, CPR for the Professional Rescuer, and Community First Aid certifications through termination of employment.
2. Minimum of 15 years of age.
3. Committed to the mission and goals of the YMCA.
4. Ability to work under limited supervision either independently or as part of a team.
5. Ability to recognize potentially hazardous conditions and take action to remedy any dangerous situations.
6. Ability to relate to children and adults in a professional and caring manner.

Primary Responsibilities:

1. Attend new employee orientation, any required facility orientation, as well as department orientation prior to the first day of work.
2. Be on deck and prepared to work 10 minutes prior to scheduled time.
3. Inspect pool area daily for availability of rescue equipment, hazardous or unsafe conditions and report conditions to supervisor or maintenance department immediately. In addition, keep aquatic facility clean; this includes picking up and putting away equipment.
4. Know, understand and follow all rules, policies and chain of command of the YMCA facility.
5. Know, review and respond to all emergency procedures to the standard of training received when certified as a lifeguard.
6. Maintain current certification at all times in CPR for the Professional Rescuer, First Aid, and Lifeguard Training.
7. Maintain a professional appearance and attitude at all times.
8. Maintain constant surveillance (**with no lapses in consciousness**), watching for individuals needing assistance, and aid swimmers when necessary.

9. Maintain crowd control in swimming and lap areas.
10. Wear proper uniform at all times while on duty: swimsuit, staff lifeguard shirt, rescue tube, fanny pack, whistle and nametag.
11. Enforce all swimming pool rules as well as the YMCA character development code of conduct.
12. Enforce the pool schedule and communicate with swimmers regarding the scheduled use of the pool.
13. Respond to emergency situations immediately and perform all duties to the standard of training received when certified as a lifeguard.
14. Perform first aid when necessary and complete accident reports and/or incident report, immediately after taking action. Record all actions taken. Inform the Aquatics Coordinator or lead management staff of all rescues and major accidents **immediately**.
15. Attend all aquatic and lifeguard meetings, debriefings, trainings, in-services, and monthly staff meetings. Notify the Aquatics Coordinator if unable to attend and make-up responsibilities must be completed in a timely fashion.
16. Obtain qualified substitutes for any absence.
17. Complete all required employment records including time sheets and substitution reports.
18. Communicate with supervisor and management staff in an open and timely manner regarding pool or membership issues.
19. Assist in readying the pool for programs to begin and end on time. This includes performing tasks such as moving lane lines or putting handicap-accessible steps into the pool or removing them from the pool.
20. Perform miscellaneous tasks assigned by professional staff.
21. Test water quality as needed.
22. Be able to perform strenuous physical tasks necessary for a water rescue such as: swimming quickly, supporting adult bodyweight while swimming as far as 50 feet, removing adult bodyweight from the pool.

Physical Demands:

The physical demands described here 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 job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands or arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Scheduling:

- Provide the Aquatics Coordinator with the availability information when requested.
- Work all scheduled shifts or obtain a qualified substitute.
- Inform the Aquatics Coordinator of changes in availability at least two weeks in advance.

Effect on End Result:

- A safe and well-maintained pool facility that meets the needs and satisfaction of both members and staff.
- A pool environment that gives members a sense of safety, fun and belonging as evidenced in membership retention.
- A high quality Aquatic Department consistent with the purpose and mission of the Kandiyohi County Area Family YMCA and the needs of the community.
- A pool environment that implements character development through the demonstration and teaching of the values of caring, honesty, respect and responsibility.
- A satisfied participant and membership group as evaluated through member/participant feedback.



I have read the Kandiyohi County Area Family YMCA Lifeguard Job Description and I fully understand and know what my responsibilities are in order to do my job effectively.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____