

Hartford Parks & Recreation Department
Sherman Manning Pool - Lifeguard
Job Description

FLSA Designation: Non-exempt seasonal
Department: Hartford Parks and Recreation

Pay Classification: \$15.00 to \$16.50/hr.

GENERAL DESCRIPTION:

Under general supervision, the **Lifeguard** ensures the safety of patrons of the Sherman Manning Pool by preventing and responding to the safety of patrons and emergencies.

ESSENTIAL RESPONSIBILITIES:

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Attends pre-season orientation and training sessions scheduled by the Parks and Recreation Department.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Prepares pools for daily use, including opening & closing procedures.
- Teaches swim lessons as assigned.
- Supervises general swimming, camp ventures swim lessons and special events.
- Performs Pool Attendant duties when scheduled.
- Neat appearance - staff shirt and name badge is required at all times.
- Assists in start-up and closing when on duty.
- Assists in set-up and breakdown/storage of all equipment at the beginning and end of the season.
- Evaluates and leads the programs at the facility with the Pool Supervisor and/or Head Lifeguard
- General maintenance as assigned by the Pool Supervisor and/or Head Lifeguard.
- Be a member of the "First Aid Team", which includes the responsibilities as outlined in the Hartford Parks and Recreation Department Exposure Control Plan.
- Performs miscellaneous job-related duties as assigned.

SUPERVISION RECEIVED:

Reports directly to the Pool Supervisor, Superintendent of Recreation Programs and HPRD Staff

QUALIFICATIONS - Required:

- Upon hire, completion of Lifeguarding certification and/or WSI Certification
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

Education & Experience: Prefer candidates with knowledge and experience in pool operations as a lifeguard. Must have or able to complete Lifeguard Training Certification and CPR & First Aid Certification.

Age: Must be of high school age and certifiable as a lifeguard and old enough to receive a work release from their perspective school if required.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and have excellent organizational, public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning supplies needed, prioritizing daily work tasks, and performing daily duties in the most efficient manner.

Accountability: Employee must receive authorization and has no budgetary control of the department. The employee does not participate in the annual department budget process.

Supervision: The HPRD Staff (Pool Supervisor) provides supervision and job-related decisions are reviewed.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

I have received, reviewed and fully understand the job description for Lifeguard. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Name: _____ Date: _____

Employee's Signature: _____