



1190 BULLET RD. FAIRPLAY, CO | 719.836.0747 | SOUTHPARKREC.ORG

## **JOB DESCRIPTION**

**Job Title:** Lifeguard Lead

**Overtime Exempt:** No

**Supervisory Role:** Yes

**Reports to:** Executive Director

**Probationary Period:** 90 days

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### **Job Summary**

The Lifeguard Lead is responsible for successfully planning, administering, and maintaining the day-to-day operations of the Rec Center's Aquatics Facility. This includes, but is not limited to risk management and aquatics staff training, scheduling and supervision.

### **Duties and Responsibilities**

- Performs all duties and responsibilities of a lifeguard including monitoring the pool area and enforcing rules to ensure safety of patrons; performing water rescues, administering first aid, CPR, etc. if needed.
- Responsible for keeping all lifeguard staff accountable for their schedules. If a lifeguard calls out, no shows, or needs time off and cannot find coverage, the Head Lifeguard is responsible for making sure the shifts are covered, and/or covers the shift.
- Directs and performs daily cleaning and maintenance of the pool and surrounding areas
- Conducts orientations of new aquatics staff.
- Conducts 4 in-service trainings each year to the rest of lifeguard staff, alongside Rec Center Manager(s).
- Conducts, evaluates, and documents all weekly conditioning swims and in-service aquatic training, ensuring that all lifeguards are certified and using proper rescue techniques, policies and procedures.
- Maintains water quality through appropriate and safe use of filtration and chemicals and ensures the proper operation of the pool pumps and systems.
- Prepares and maintains required records, reports, and documents, including a preventative maintenance plan for the pool facilities and equipment, and daily records of pool chemistry and sanitation.
- Reports inventory needs to the Facilities Manager or Executive Director for ordering.
- Performs miscellaneous job related duties as assigned by the Executive Director.

**Qualifications:**

- Shallow Water Lifeguard certification from a nationally recognized organization (ie: American Red Cross) is required prior to hire
- Shallow Water Lifeguard and CPR/First Aid Instructor certification from a nationally recognized organization (ie: American Red Cross) is a plus.
- Aquatics Facility Operator (AFO) or Certified Pool Operator (CPO) certificates is a plus
- Minimum of 1 year of experience in management, including staff supervision and program development.
- Strong leadership abilities with excellent communication, interpersonal, and problem-solving skills.
- Knowledge of aquatic safety practices, emergency procedures, and risk management principles.
- Proficiency in Google Workspace and recreation management software.
- Ability to work flexible hours, including evenings, weekends, and holidays, as needed.
- Ability to pick up shifts when needed.

**Other Requirements:**

- Ability to read, speak, write, hear and understand English effectively to communicate with patrons and employees by telephone, in writing, and face to face.
- Ability to visually see persons in need of rescue and to perform water rescue in a timely fashion.
- Ability to establish and maintain harmonious working relationships with other employees, officials and the public.
- Ability to perform record keeping and mathematics.
- Ability to operate basic office equipment, including phone, copy machine, etc.
- Ability to perform basic maintenance when needed.
- Possess the intellectual ability, judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the work day.
- Consent to a background check.

**Physical Requirements:**

- The ability to lift equipment up to 50lbs.
- Ability to repetitively bend and stoop to operate equipment, and climb ladders to guard chairs and slide tower.
- The individual must not pose a threat to the health or safety of other individuals in the Rec Center.

## Compensation & Benefits:

- Starting wage: \$19-\$21 per hour, depending on experience
- Paid Federally Observed Holidays when the holiday is a day the Recreation Center is closed.
- Opportunities for professional development.
- SPRC Membership for employee and immediate family member(s) living in the same household.

## How to Apply:

Interested candidates should submit a resume, cover letter, and list of professional references to Carrie Fabel, Executive Director, at [carrie@southparkrec.org](mailto:carrie@southparkrec.org). Please include "Lifeguard Lead Application" in the subject line.

I, \_\_\_\_\_ (Employee), have read and understood the above Job Description for Head Lifeguard, effective \_\_\_\_\_, 202\_\_\_. I have accomplished all minimum requirements and I agree to perform all duties and responsibilities. My starting wage for this position will be \$\_\_\_\_\_.

\_\_\_\_\_ (Employee Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Manager Signature) \_\_\_\_\_(Date)

\_\_\_\_\_ (Manager Name)