

**VALDOSTA - LOWNDES COUNTY PARKS AND RECREATION AUTHORITY  
JOB DESCRIPTION**

**JOB TITLE: LIFEGUARD  
ATHLETIC DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Responsible for preventing, recognizing and responding to emergencies at the VLPRA aquatic facilities and for providing care for injuries and illnesses until advanced medical personnel arrive and take over. Responsible for maintaining the lifeguard tower, providing quality customer service and ensuring safety of all patrons by enforcing all safety rules and regulations. This position will work under the direct supervision of the Head Lifeguard and Pool Manager then report up to the Mildred Hunter Center Coordinator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Provide excellent customer service and maintain a positive, friendly attitude.

Greeting members as they enter the pool is expected.

Prevent, recognize and respond to emergencies.

Provide care for injuries and sudden illnesses until advanced medical personnel arrive and take over.

Ensure safety of all aquatic patrons by enforcing all safety rules and regulations.

Be on time and cover all assigned hours.

Prepare facility for opening as described in lifeguard shift procedures.

Prepare facility for closing as described in lifeguard shift procedures.

Check the pool for hazardous conditions when arriving.

Collect money and write receipts for pool access. Follow procedures on collection maintenance and reporting of such monies.

Teach swimming lessons.

**ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Applicants must have a minimum of high school diploma or GED and be 18 years of age or older. Applicants must have current certification in CPR and First Aid as well as current Lifeguard Certification. Must satisfactorily complete a swim and run test. Applicants must have reliable transportation. Successful applicant will display a positive attitude and

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professional manner. Minimum of one year experience in lifeguard role or similar aquatic setting preferred. Water Safety Instructor experience and experience with teaching swim lessons preferred.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** While performing the duties of this job, the employee is frequently required to swim, walk, sit, and 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 or balance. The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities include close vision, distance vision, peripheral vision and the ability to adjust focus. The employee must be physically able to perform all rescue skills, including backboard rescue and deep water lift. Must be able to swim at least 100 yards without stopping to rest and dive for and retrieve a 10 lb weight on the bottom of the pool (7-10 ft below the surface). Certain swimming strokes are required, including the breast stroke and the front crawl, or freestyle, stroke.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors and lecturing / giving instruction and/or assignments to students.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to counsel and teach students. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds and using the terminology applicable to the subject area(s) taught.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using sports paraphernalia, automated office equipment and communications machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, balls, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or

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computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

## **PERFORMANCE INDICATORS**

### **Knowledge of Job:**

First aid practices, terminology and techniques; cardiopulmonary resuscitation practices, terminology and techniques; practices, terminology and techniques to operate lifesaving medical equipment, including defibrillator and combitubes; practices, terminology and techniques to operate general lifeguard and rescue equipment, policies, rules and regulations governing the use of District pool facilities. Water rescue methods including C.P.R. and first aid techniques and practices. Basic methods and techniques of pool maintenance. Facility rules and regulations and to explain them to patrons. Occupational hazards and standard safety practices. Pertinent Federal, State and local laws, codes and regulations. Has thorough knowledge of the methods, policies and procedures of the Athletic Department as they pertain to the performance of duties of the Life Guard. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the department and of related departments and agencies. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able to demonstrate physical fitness activities, movements, etc., as necessary. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively with adults and students. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing tasks. Is able to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has knowledge of how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the industry. Has knowledge of how to react calmly and quickly in emergency situations. Is able to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

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**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications.

**Controlling:** Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** No delegation responsibility.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and works with supervisor to address change.

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**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Adheres to policies in the discharge of duties and responsibilities.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**