

City of Shakopee
POSITION DESCRIPTION

TITLE: Lead Lifeguard
DEPARTMENT: Parks and Recreation
CLASSIFICATION: Specialist
REPORTS TO: Recreation Supervisor
PAY GRADE: 1
STATUS: Full-Time, Non-Exempt
LAST REVIEWED: 09.14.2017

SUMMARY

This full-time position is responsible for lifeguarding and maintaining the indoor aquatic center and assisting in coordinating the learn to swim programs. This includes providing lifeguarding, pool maintenance, water chemical testing, teaching swimming lessons, providing information to guests, enforcement of Aquatic center use policies, on duty supervision of aquatic staff, following safety & security procedures and assisting the Recreation Supervisor with management of the staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all areas of the Aquatic Center to maintain an organized, clean and safe facility.
 - Perform custodial duties as necessary in all rooms and notify appropriate personnel when maintenance is required.
 - Prepare areas for programs and rentals as needed.
 - Monitor all equipment to assure items are in good working condition.
 - Lifeguard for open swim and programs.
 - Report any safety or cleaning issues to the Recreation Supervisor.
- Supervise part-time staff
 - Provide exceptional customer service to all patrons
 - Manage the part-time staff during each shift to ensure they are on time, in the correct positions and monitoring the pool as required.
 - Report any personnel issues immediately to the Recreation Supervisor.
- Coordinate and implement the learn to swim program at the Aquatic Center Attends and assists with regular and assigned training and fire training drills.
 - Maintain class registrations and organize all participants into the proper classes.
 - Communicate regularly with parents and instructors so that all understand the progress of the participant.
 - Utilize registration software daily for patron tracking and programs implementation.
 - Maintain class records and organize class evaluation forms for the Recreation Supervisor
 - Oversee learn to swim staff and lifeguards during all learn to swim programs
 - Greet all patrons in a friendly and courteous manner upon arrival and departure.
 - Instruct lessons as needed.
- Enforcement of facility rules and regulations
 - Zero Tolerance Policy
 - General Operations Policies
- Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to understand and communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to read and comprehend written instructions, manuals and training guides.
- Ability to complete written reports using proper spelling, grammar and punctuation.
- Ability to develop and maintain positive, professional working relationships with co-workers, supervisors and fellow City employees and to interact with the public in a friendly, tactful manner.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to utilize Microsoft Office programs, web-based email, calendar, and timesheet programs.
- Ability to follow procedure, interpret instructions and use logic to solve problems.
- Ability to write and type routine reports and correspondence that conform to the prescribed style and format.

- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

SUPERVISION

- May generally help in supervising other Lifeguards.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Parks & Recreations staff, customers, clients and other employees of the organization.
- Daily contact with the public.

QUALIFICATIONS

Minimum Qualifications

- High School Diploma or equivalent;
- Three years of lifeguarding and teaching experience.
- Must be lifeguard and Water Safety Instructor Certified.
- Must hold current CPR and First Aid certifications.
- Must be 18 years or older.

Desirable Qualifications

- Post-Secondary education in Parks and Recreation or Sports management or closely related field.
- At least six months of supervisory and/or managerial experience.
- Conversational verbal language skills in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

PHYSICAL DEMANDS AND WORKING CONDITIONS

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 stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.