

City of Shakopee
POSITION DESCRIPTION

TITLE: Head Lifeguard
DEPARTMENT: Park and Recreation
REPORTS TO: Aquatics Supervisor
STATUS: Part-time, Non-Exempt
PAY GRADE: 040
LAST UPDATED: 04.27.2021

SUMMARY

This part-time position is responsible for supervising Lifeguard staff on shift in providing a safe and enjoyable environment for all pool users through enforcement of all pool safety rules and procedures and provide general first-aid assistance as needed. The Head Lifeguard also has secondary responsibilities such as conflict resolution, public relations, facility cleanliness, completion of incident or injury reports and other paperwork as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The primary position responsibilities and areas of impact are:

- Set up shift and set Lifeguard rotations during open swim shifts
- Ensure all aquatics staff model responsible lifeguarding
- Represent a positive image to the public as Shakopee Parks and Recreation Department staff
- Assist in addressing/resolving issues and address incidents completing injury or incident reports
- Assist in resolving Lifeguard questions or concerns
- Check pool chemistry at daily, designated times
- Report any incidents or injuries to Aquatics Supervisor with appropriate documentation
- Ensure all daily and evening cleaning is completed to established standards
- Assist Aquatics Supervisor with in-services training plans and execution.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors.
- Ability to comprehend and communicate the policies, practices and services of the Parks and Recreation Department and to respond to common inquiries or complaints from the public in a tactful and courteous manner.
- Ability to learn and utilize Department scheduling, and time & attendance systems.
- Ability to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; able to tailor message to a variety of settings and styles.
- Ability to read, write and comprehend simple instructions, short correspondence, and memos.
- Ability to follow through on commitments; focus on appropriate tasks throughout the shift; take responsibilities for actions as an individual and on behalf of the Department.
- Ability to follow all policies and procedures; maintain confidentiality; and show up prepared and punctual for all scheduled shifts.

QUALIFICATIONS

Minimum Qualifications

- Current Lifeguard certification as well as, CPR and First Aid (Ellis and Associates or American Red Cross).
- 15 years of age or older.
- Ability demonstrate competency through testing of lifeguarding and waterfront lifeguarding skills, as well as First Aid and CPR skills during in-services training.
- Six (6) months or more experience as a Lifeguard for Shakopee Parks and Recreation.

- Demonstrated levels of maturity, responsibility, and leadership skills to fulfill assigned responsibilities
- Demonstrated ability to communicate well with customers of all ages and department staff.
- Demonstrated comprehensive knowledge of facility rules and daily operational requirements.

WORKING CONDITIONS

The work environment is an indoor aquatics facility located within the Shakopee Community Center consisting of a lap pool, a leisure pool (with slides and other amenities), a spa, a sauna, 3 locker rooms (men's, women's and family), and a birthday party room.

The City of Shakopee is an Equal Opportunity Employer.