

## Oak Brook Park District Job Description

**Job Title:** Lifeguard  
**Classification:** Part Time, Non-Exempt  
**Department:** Aquatics

---

### **SUMMARY:**

The Family Aquatic Center Lifeguard position is responsible for performing a variety of duties to prepare the facility for the demands of the guests present. Lifeguards are responsible for the fulfillment of an efficient job in major areas, protecting the public against accidents, proper rescues and first aid, should an accident take place, and acting as a public relations representative. This position assists the public in the locker rooms, Aquatic Center, Splash Island, and slide entrance. Lifeguards also aid in the cleaning and maintenance of the pool and surrounding areas.

### **SUPERVISORY:**

Lifeguards directly reports to the Aquatic Supervisor.

### **ESSENTIAL JOB DUTIES:**

- Must wear staff shirt, swimsuit, and whistle while on duty. Jewelry and watches are not to be worn while on duty.
- To safeguard all persons from injury or drowning through alertness and firm, courteous enforcement of pool rules.
- To be prepared at all times to rescue, resuscitate and give first-aid to drowning or injured persons.
- To be familiar with the location of all emergency equipment and first-aid supplies and how to use them without further endangering the injured person.
- Know and enforce all pool rules and regulations by using common sense and judgment.
- To know the emergency procedure to be followed in case of an accident or drowning.
- Know lifeguard rotation at assigned pool and responsibilities of each lifeguard station.
- Assist in completion of an accident forms when necessary.
- Attend all in-service training meetings.
- Perform daily assignments for cleaning of the facility.
- Immediately report any broken safety or mechanical equipment to the manager or assistant manager.
- Complete all assigned tasks given by supervisor.
- Be exceptionally watchful of swimmers under water or those on the surface or along pool wall. Do bottom to surface scanning.
- Keep your eyes on pool surface at all times while on duty utilizing a definite pattern of scanning the zone area.
- Never look away from or turn your back to the pool while on duty.
- Do not converse with patrons unless it relates to the job at hand and do it without taking eyes off pool.
- Sit up when in guard chair in an alert manner.
- Follow whistle protocol.
- Report for duty on time, at the minimum of 15 minutes prior to assigned shift.
- Never leave the pool unguarded. Each lifeguard is to stay in chair unless authorized by a

manager to leave his/her post.

- Before rotating to a new guard station, the guard is to do a complete bottom check of the assigned zone.
- Report bathers with open sores, skin disease, inflamed eyes or any other condition that could endanger the health of others to pool manager on duty.
- Use Preventive Lifeguarding by reminding swimmers of the pool's rules.
- Resolve problems with patrons before they get more serious.
- Perform the job in a safe manner and in compliance with the District policies, procedures, work and safety rules, and the employee handbook.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

#### **MARGINAL FUNCTIONS:**

- Assist other recreational areas/programs as needed.
- Perform other duties that may result from directives or as a result of working collectively with other members of the staff.

#### **PSYCHOLOGICAL REQUIREMENTS:**

- Lifeguard may also have to work under stressful situations when first aid or CPR are required.
- Must possess good safety awareness and judgment.

#### **PHYSICAL REQUIREMENTS:**

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting
- May be exposed to high humidity and 86 degrees fahrenheit temperature.
- May need to respond quickly and accurately.
- May be exposed to pool chemicals.
- Pool area floors may be slippery

#### **HOURS:**

Normal work week hours vary based on availability and need. It is also the responsibility of lifeguards to attend aquatic special events, lifeguard in-service trainings, lifeguard certification classes, and aquatic staff meetings. Lifeguards who work opening shifts Monday through Friday make an extra \$1.00 per hour until noon.

#### **EDUCATION, EXPERIENCE AND TRAINING:**

- Current Ellis & Associates Pool Lifeguard License. The license also includes First Aid and CPR (infant, child, and adult).
- Have knowledge of water safety practices and usage of water safety equipment.
- Be in good physical condition, be dependable, alert, enthusiastic, and be able to deal with persons of all ages in a positive and tactful manner.
- Must have 20/30 Vision corrected or uncorrected. Lifeguards will be given a vision test.

The Oak Brook Park District is an Equal Opportunity Employer