

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 report to Head Lifeguards, Pool Managers, and Aquatic Manager.

ESSENTIAL JOB DUTIES:

- Must wear provided staff shirt, swimsuit, hip-pack and seal, and whistle while on duty. Jewelry and watches are not to be worn while on duty.
- Perform lifeguard duties as trained by StarGuard guidelines, including but not limited to:
 - Maintain the proper 10/20 protection rule at all times while on duty. This includes scanning the water in a systematic way, at all times, with no distraction or interruption from other tasks. And no other assigned tasks should intrude
 - Perform proper bottom scan of the pool and surface before, during and after rotation.
 - Must remain in station, consistently scanning the pool and never leaving zone and pool unguarded, unless authorized by supervisor on duty.
 - Prepared at all times to rescue, resuscitate and give first-aid to drowning or injured persons.
 - Must be familiar with the location and proper use of all emergency equipment and first-aid supplies without further endangering the injured person
 - Only conversing with patrons related to the job at hand and without taking eyes off pool.
 - Performing proper five-minute strategy while in rotation and maintaining proper upright lifeguarding posture
 - Follow whistle protocol.
 - Know and enforce all pool rules and regulations by using common sense and judgment.
 - Know and follow all emergency action procedures (EAP) in case of an accident or drowning.
 - Know lifeguard rotation at assigned pool and responsibilities of each lifeguard station.
- Provide a safe, healthy, enjoyable experience for all swimmers by: enforcing pool rules in a firm but pleasant way, being helpful and friendly to patrons, and being aware and alert at all times while on the job.
- Perform daily assignments for cleaning of the facility.
- Report any broken safety or mechanical equipment to the manager or assistant manager immediately.
- Perform rescues and administer proper care and first aid if an accident or injury occurs.
- Responsible for providing updated availability each month to the Aquatic Manager when requested.

- If unable to work a scheduled shift, lifeguard must notify immediate supervisor on duty and is responsible for finding a qualified substitute to cover their shift.
- Be flexible regarding scheduling of hours due to rentals, swim meets, special events, etc.
- Report to work 15 minutes prior to the start of their shift.
- Must attend and participate in four hours of in-service trainings per month.
- Review and practice lifeguard skills while on duty.
- Lifeguards must follow and respect the authority of the Head Lifeguards and Pool Managers on duty.
- Must report to Head Lifeguard and/or Pool Manager on duty at end of shift and before leaving.
- Must be able to have clear and direct communication between patrons and all staff members, including but not limited to Lifeguards, Head Lifeguards, Pool Managers, and Aquatic Manager.
- Exhibit a positive public image through adherence to uniform policies while on duty.
- Provide professional, appropriate, and respectful customer service to all Oak Brook Park District patrons.
- Perform and complete all assigned tasks given by supervisor.
- 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.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- 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 with park district special events, rentals, and programs.
- 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 have to work under stressful situations when first aid or CPR are required.
- Ability to respond quickly and accurately.
- Maintain self-control and composure in difficult situations.
- Must be punctual, dependable, alert, enthusiastic, and be able to deal with persons of all ages in a positive and tactful manner.
- Capable of communicating and working with all levels of park district staff.
- Work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff, volunteers and external customers.
- Act in a mature, responsible way in all aspects of the job.
- Accept constructive criticism and/or supervision.
- Be flexible and adaptable to different situations.
- Must possess ability to work independently.
- Ability to perform required duties with initiative, good judgment, accuracy, persistence, creativity, integrity, tact and courtesy.
- Adhere to district policies concerning appropriate dress, behavior, etc.
- Must possess good safety awareness and judgement.

PHYSICAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, lifting, reaching, and sitting
- May be exposed to high humidity and high temperatures inside and outside.
- May need to respond quickly and accurately.
- May be exposed to pool chemicals.
- Pool area floors may be slippery
- Must have 20/30 Vision corrected or uncorrected. Lifeguards will be given a vision test.
- Be in good physical condition.

HOURS:

Normal work week hours vary based on availability and need. Shifts will include early mornings, evenings, weekends, and some holidays. It is also the responsibility of lifeguards to attend aquatic special events, lifeguard in-service trainings, lifeguard certification classes, and aquatic staff meetings. Lifeguards working weekday opening shifts (Monday through Friday) will earn an additional \$1.00 per hour until 9 a m .

EDUCATION, EXPERIENCE AND TRAINING:

- Current StarGuard Elite Lifeguard Certification (including First Aid and infant, child, and adult CPR).
- Have knowledge of water safety practices and usage of water safety equipment.

The Oak Brook Park District is an Equal Opportunity Employer