



## JOB DESCRIPTION

### JOB INFORMATION

- Title:** Lifeguard/Swimming Instructor – BSC Aquatics and Wellness Center
- Classification:** Part Time II – Hourly – Non-Exempt
- Salary Range:** Pay range and adjustments are determined on an annual basis by the Board of Park Commissioners
- Supervisor:** Works under the general and detailed supervision of the Head Lifeguard, Aquatic Specialist, Aquatic and Wellness Center Manager and Aquatic and Wellness Center Full-Time Staff.

### JOB SUMMARY

Lifeguard will provide public safety and recreational opportunities while enforcing regulations at the BSC Aquatic and Wellness Center. Lifeguard will be responsible for the supervision of the pool facility and assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Parks and Recreation District (BRPD).

### RESPONSIBILITY/ACCOUNTABILITY

Employee is directly accountable for own his or her own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task.

### JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

*\*Denotes Essential Functions*

\*Supervise patrons at all times with a thorough knowledge and application of lifeguarding surveillance and rescue techniques.

\*Facilitate "Learn to Swim" programs under guidance of the Aquatic Specialist.

\*Maintain and keep records of daily maintenance, locker rooms and facility areas, including cleaning and other duties as assigned.

\*Complete Initial Incident/Accident Reports and Safety Concern Reports as needed and give to the supervisor before end of shift that day.

\*Responsible for water quality testing.

\*Represent BPRD in a professional and positive manner.

\*Aid and assist individuals and groups utilizing the facility and programs with firmness and tact within the policies, procedures, and guidelines set by BPRD.

\*Attend and participate in all required staff meetings, in-service training and emergency procedure sessions, complete all training session requirements, and attend all meetings that are scheduled by Head Lifeguard, Aquatic Specialist or the Aquatic and Wellness Center Manager.

\*Ability to lift 30 pounds alone or heavier lifting with assistance.

\*Report to work on time and ready to work. Absences must receive prior approval by the Aquatic Specialist.

#### **OTHER DUTIES AND TASKS**

Understand and follow the standard operating procedures outlined in the employee manual.

Inform supervisor prior to running out of supplies.

Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

#### **QUALIFICATIONS**

Must have the American Red Cross Lifeguarding/First Aid/CPR/AED certification or the ability to receive the certifications before starting work.

A current WSI certificate to teach lessons is preferred.

Must have a working knowledge of water safety principals.

Must maintain a fitness level acceptable to perform the skills required of the position including strength and endurance testing.

The ability to effectively communicate verbally and in writing.

Knowledge of water chemistry and the physical ability to operate the pool vacuum, floor scrubber and other pool maintenance equipment.

Must be able to physically perform the duties required for the position.

#### **WORKING CONDITIONS**

Must be able to stand for 2-4 hours at a time.

Public contact is frequent.

Updated August 2018