



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: LIFEGUARD/INSTRUCTOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for patrolling the community pool to ensure the safety and enjoyment of its patrons and for conducting swimming lessons for children and/or adults

SUPERVISORY RELATIONSHIPS

- Accountable jointly to the Pool Manager and the Lesson Coordinator

ESSENTIAL JOB DUTIES

- Teaches swim classes in accordance with the Park District's instructional swimming program
- Supervises swimmers in assigned area of pool during public use
- Enforces pool rules, prevents accidents and maintains discipline
- Assists the Lesson Coordinator with inserting or removing lap lines and bringing equipment to the pool area
- Performs first aid technique and rescue procedures, as necessary
- Performs basic maintenance in pool area and locker rooms to ensure a safe and clean environment
- Reports any irregular discipline, safety or maintenance problems to the Pool Manager or Lesson Coordinator
- Participates in rescue drills, first aid reviews, instructional clinics and other skill development activities
- Maintains a current lifeguard certification
- Attends required trainings and meetings
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential

SECONDARY JOB DUTIES

- Participates in Guard Competition, pool parties, and other Park District programs, as assigned

REQUIRED KNOWLEDGE

- Thorough knowledge of swimming and instructional techniques
- Thorough knowledge of the principles, practices and standards of CPR, lifesaving and first aid techniques
- Thorough knowledge of emergency and auxiliary services available in the community when needed in emergency situations
- Good knowledge of Park District Pool Rules and Regulations

REQUIRED COMPETENCIES

- Capacity to lead swim classes, identify students' need for swimming technique improvement and provide instruction for correcting incorrect swimming techniques
- Ability to enforce facility rules and regulations
- Capacity to perform CPR, first aid and water lifesaving skills when required
- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with other employees, children and the general public
- Ability to work with general direction from immediate supervisor
- Capacity to work and maintain composure in periods of high activity and in emergency situations

- Capacity to follow through on tasks to completion
- Ability to work in a team atmosphere, promoting positive work relationships with supervisors and co-workers
- Ability to demonstrate leadership qualities to perform required work
- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate in English verbally and in writing
- Ability to read and understand materials printed in English
- Capacity to proactively resolve problems, if authorized to do so, or to refer problems to immediate supervisor
- Good knowledge of pertinent safety precautions

EDUCATION, EXPERIENCE AND TRAINING

- High school student, high school graduate or G.E.D.
- Minimum age of 15 is required
- Valid work permit is required, if under age 16
- Or, any equivalent combination of education, experience and training
- Successfully complete the Ellis and Associates Lifeguard Course
- CPR (Infant, Child and Adult), AED Certification

HOURS

- Sunday through Saturday, varied hours based on the facility's hours of operation, with work hours designated by the Director of Recreation and Facilities
- Overtime, night, weekend and holiday work hours, as required
- Employee is expected to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing and sitting for sustained periods of time while completing work
- Repetitive hand/arm movements such as when working on computer keyboard, calculator, etc.
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in aquatic equipment and other supplies
- General work area an indoor, smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions while supervising employees or attending job related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to various chemicals (i.e., chlorine, muriatic acid, diatomaceous earth, cleaning materials and disinfectants) as used in routine aquatic maintenance
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR barrier device such as mask or mouthpiece
 - Automated External Defibrillator (AED)
 - Oxygen
 - Non-Latex gloves
 - Sunscreen
 - Sunglasses and hat

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Revision Approved – 5/15/1998, 7/27/1999, 5/7/2004, 8/21/2006, 7/1/2009, 8/27/2010, 11/1/2013, 03/05/2021
Reviewed – 2/5/2001, 9/10/2008, 4/16/2016

A handwritten signature in black ink, appearing to read "Carrie A. Fulk", with a stylized flourish at the end.

Executive Director