



Cross Creek Homeowners Association **Swimming Pool Lifeguard Job Description**

Department: Pool Staff

Reports to: Swimming Pool Manager and in the absence of the Manager, the Head Lifeguard

Position Summary:

Under the supervision of the Pool Administrator and in the absence of the Manager and the Head Lifeguard, the Swimming Pool Lifeguard has the responsibilities of maintaining order at the pool facility by preventing accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons. Lifeguards are also responsible for monitoring the pool facilities for potential hazards or unsafe conditions, providing first aid to patrons, custodial duties in maintaining the pool facilities, public relations, and all other duties as necessary or required. This position requires weekend work.

Examples of work: (essential functions)

- Carry out all duties assigned by the Pool Administrator and/or Head Lifeguard
- Perform First Aid and/or CPR when called upon
- Safety
- Watch the assigned area in rotation to prevent accidents and injuries.
- See that necessary precautions are observed to insure the health, safety, & welfare of CCHOA members using the pool and their guests.
- Aid the Pool Administrator in every way necessary to keep the pool facility running smoothly
- Report promptly at assigned time of duty and remain on duty status until the designated shift has been completed
- Enforce the Cross Creek HOA Swimming Pool rules and regulations and adhere to the policies of the facility and aid in controlling the behavior of those who use the facility. (Remind patrons of pool rules when necessary in a polite, firm manner, and contact management if necessary.)
- Maintain positive public relations at the swimming pool
- Thoroughly document and report all disciplinary problems and accidents to the CCHOA Pool Administrator or appropriate Board Member. Reports will be neat and concise. They will include the date, time, exact description of any incidents, names and addresses of persons involved, including the lifeguard. Reports will be signed.
- Custodial duties in maintaining a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed.
- Inform the Pool Administrator when supplies are needed and if equipment needs to be repaired.
- Attend all scheduled staff meetings and training sessions.
- Swim 500 yards every week, no exceptions.
- Check all gates and doors at closing time.
- Other duties as deemed necessary or as required.

Education & Experience: Must have Lifeguard Training Certification, CPR & First Aid Certification. Experience preferred, but not mandatory.

Age: Must be fifteen years of age or older.

Skills: The ability to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. This employee should have the ability to follow CCHOA policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have excellent public relations, oral and written communication skills. This employee must be able to count money and change correctly. Computer knowledge a plus. Worker will be trained to operate pool equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the CCHOA members and guests who may be dissatisfied with association's policies and procedures. The employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning enforcement of policies and rules, and performing daily duties in the most efficient manner.

Supervision: The Pool Administrator and Supervisory Board Member provide Supervision. Job related decisions are reviewed.

Personal Relations: Daily contact with CCHOA members & guests, co-workers, supervisory personnel, and other departments are expected.

Working Conditions: Manual labor is required. Weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders.