



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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JOB DESCRIPTION

Job Title: **Lifeguard**
Unit/Department: **Aquatics**
Reports To: **Aquatics Director**
Position Type: **Part-time, hourly (20 hours per week)**
Date Revised: **08/26/16**

POSITION SUMMARY:

The Lifeguard is responsible for protecting the safety of patrons in and around the pool area. Prevents potential accidents by enforcing rules, maintaining a clean uncluttered pool area, and maintaining a chemically balanced pool. Promotes the mission and goals of the YMCA and the Aquatic Department.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

ENTRY REQUIREMENTS

To serve in this position, the incumbent must be at least 16 years of age and possess current ARC CPR for the Professional Rescuer, First Aid, and YMCA or American Red Cross Lifeguard certifications.

PRINCIPAL ACTIVITIES

1. Program

- a. Be on deck, supervising swimmers at all times when on duty, located to provide a response time not to exceed twenty seconds to all pool users.
- b. Model safe, responsible, professional and appropriate behavior.
- c. Enforce all pool rules and follows said rules.
- d. Respond to any accidents or incidents according to YMCA policy.
- e. Ensure equipment is used properly and for the appropriate events as outlined in the Aquatic Handbook.
- f. Learn and use members' names.
- g. Provide a friendly and courteous environment for YMCA members and guests.
- h. Wear appropriate uniform with shirt, whistle, nametag, guard tube, and first aid fanny pack at all times.

2. Facility

- a. Keep pool areas clean and uncluttered.

- b. Report any safety hazards to Aquatic Management or Shift Supervisor.
 - c. Submit maintenance requests for repairs immediately.
 - d. Perform chemical tests as scheduled and record results as directed.
3. **Administration**
- a. Maintain accurate records of all chemicals test results and bather load count sheets.
 - b. Perform opening, closing, and pre and post shift checks as outlined in the *Aquatic Handbook* and the Washington State Department of Health regulations.
 - c. Report needs for supplies to Aquatic Management staff.
 - d. Utilize the Time Clock accurately and notify your Supervisor if there are any problems.
4. **Association**
- a. Obtain additional knowledge through attendance at workshops and trainings and keep certifications current.
 - b. Obtain all required YMCA trainings within 45 days of hire.
 - c. Dress according to YMCA Policy.
 - d. Attend all department and branch staff meetings as scheduled.
 - e. Assist with other Association projects and programs as needed.

ESSENTIAL FUNCTIONS:

1. Maintains active surveillance of the pool area.
2. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures, and the "safe-in-six" model. Completes related reports as required.
3. Maintains effective, positive relationships with the members, participants and other staff.
4. Knows, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area. Maintains accurate records as required by the YMCA and/or the state Health Department code.
5. Performs equipment checks and ensures appropriate equipment is available as needed.
6. Checks the pool for hazardous conditions when arriving.
7. Performs chemical testing when not guarding, as required, and takes appropriate action.
8. Attends all staff meetings and in-service training.
9. Performs other duties as assigned.

QUALIFICATIONS:

1. Minimum age of 16.
2. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid and Emergency Oxygen.
3. Current YMCA Lifeguard or equivalent.
4. Ability to maintain certification-level of physical and mental readiness.
5. Must demonstrate lifeguard skills in accordance with YMCA standards.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physically perform all skills required of a lifeguard.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.
- Remain alert with no lapses of consciousness.
- See and observe all sections of an assigned zone or area of responsibility.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date



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South Sound YMCA Hepatitis B Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."

Employee Name (Printed): _____

Employee Signature: _____

Date: _____