



**RECREATION LEADER - LIFEGUARD**

Department:	<b>Parks &amp; Recreation</b>	Revised Date:	<b>January 2020</b>
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**GENERAL PURPOSE:** Under general supervision assist patrons using the Heritage Pool with emphasis on water safety and emergency response for the Town of Camp Verde Parks & Recreation Division.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- The primary function is to monitor public use of the swimming pool, including pool surveillance, performing in-water rescue, response to emergency and first aid situations; teaching swimming and water safety skills; answering inquiries from the public.
- Ensures clean and safe recreation venues and events by performing cleaning and sanitation duties, ensures adherence to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Monitors and coordinates the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; Monitors, coordinates and accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- May be assigned as a Head Lifeguard which requires employee to coordinate work of other staff and ensure that applicable policies and procedures are followed including emergency and customer complaints during a work period.
- Performs other related duties as assigned or required.

**MANAGERIAL RESPONSIBILITIES:**

None.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High school diploma or GED equivalent OR still attending High School AND an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Must possess or obtain and maintain certification as a Lifeguard with CPR & First Aid

**PREFERRED QUALIFICATIONS**

**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Parks & Recreation Division.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

**Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Working effectively with others to develop solutions for problems.
- Following safe work & recreation practices
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Operating standard office equipment, and a personal computer utilizing standard software
- Communicating clearly and concisely, both verbally and in writing.
- Interact well with a variety of people in public settings.

**Physical Demands / Work Environment:**

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. This classification involves work that requires:

- Work is performed in an aquatic facility environment indoors and outdoors during all weather conditions at Town recreation facilities, venues and off-site locations and includes nights and weekends; required to perform physical work needed to perform water rescues and provide first aid including CPR, and lift and carry up to 50 pounds.
- Ability to work in an indoor or outdoor aquatic environment that may include working in high temperatures, in adverse weather conditions, and while exposed to allergenic substances.
- Sufficient clarity of hearing, visual acuity and manual dexterity, with or without reasonable accommodation, which permits the employee to discern emergency situations, respond quickly in an emergency situation and operate control mechanisms and make fine adjustments, hear verbal instructions, discern colors, and comprehend written work instructions, and rules and regulations and use a telephones.
- Strength, body flexibility and balance to perform rescue and first aid operations and occupy a lifeguard station or chair which may be accessible by ladder/steps for up to 40 minutes in a rotation.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.*

**FLSA:** Non-Exempt

**Salary Range:** 25