

City of Oregon City

Position Description

Position: Lifeguard	Non-Represented
Department/Site: Community Services - Pool	FLSA: Non-Exempt
Evaluated by: Aquatics/Recreation Supervisor	Salary: Dependent Upon Qualifications

- **Summary**

Lifeguard is responsible for assisting in aquatic guarding and instruction as needed at the Oregon City Swimming Pool.

- **Supervision Received and Exercised**

This position receives direct supervision from the Aquatics/Recreation Supervisor, limited supervision from the Program Coordinator and exercises no supervision over other employees.

- **Essential Duties and Responsibilities (include, but are not limited to)**

Provide life-guarding services. Respond to emergency situations and if necessary administer CPR/First Aid. Prepare and submit accident/incident reports.

Train as an aide in lessons. Teach basic swim lessons as approved by the Center Supervisor.

Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants.

Assist at the front desk as needed. Greet the public; provide information and assistance regarding schedules, registration, program descriptions and other general information over the phone and in person.

Complete applicable reports and records.

Perform general housekeeping duties in and around the Swim Center, i.e. hosing, vacuuming, picking up litter, etc.

Participate in in-service training, orientations and other staff meetings as requested.

Provide excellent internal and external customer service. Create a positive experience for patrons through professional and courteous behavior.

Practice safe work habits and contribute to the safety of self, co-workers and the general public.

Respect diversity in the workplace.

Perform other related duties as assigned.

Lifeguard

Safe aquatic practices.

Tools, materials and equipment needed to maintain swimming pools.

Principles of group dynamics and group interaction.

Emergency procedures and accident site management.

Basic office procedures, practices and equipment.

Basic arithmetic, spelling, English and grammar.

▪ **Ability to:**

Instruct the fundamentals involved in the area of assignment.

Perform general clerical work including maintenance of appropriate records and compiling information for reports under minimal supervision.

To operate a cash register, computer, calculator, telephone system, fax machine and other related office equipment.

Identify and prevent hazards, implement solutions, maintain safe environments.

Follow written and oral instructions; speak clearly and concisely, in English.

Interpret, explain, follow and apply District policies and written instructions.

Communicate courteously and cooperatively with other staff and the general public, on the telephone or in person, including handling difficult or irate people.

Establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.

Assume a schedule of flexible working hours, including weekends and evenings.

Work in a group or individual situation, with minimum supervision.

Maintain a neat, professional appearance.

▪ **Licenses, Certificates, and Other Requirements:**

Maintain current CPR, First Aid and ARC Life guarding.

Must wear required uniform while on duty.

Must be 15 years of age or older.

▪ **Working Conditions:**

Mostly working indoors in a pool environment and during hours of operation in an environment that is quite busy and noisy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination is required, making up more than 50% of the work period. Incumbents may be in the water for long periods of time and exposed to a variety of environmental elements, including: dust, noise, pool chemicals and other irritants. Physical exertion required, including: lifting, climbing, bending, squatting, reaching and safely walking on wet deck surfaces in a hot humid environment. Requires repetitive foot, arm, shoulder, hand and back movements while performing swimming instruction. Occasionally dealing with distraught or difficult people.

▪ **Experience and Training Guidelines:**

Any combination of experience and training that would provide the required knowledge and ability to perform the duties as outlined is qualifying.