



Roxbury Tenants of Harvard Association, Inc.

Title: Lead Lifeguard
Department: P.E./Sports and Aquatics
Supervisor: Aquatics Director
Status: Seasonal Full Time

Summary: Under the supervision of the Aquatics Director, the primary function of the lifeguard is to protect the safety of swimmers in and around your area: (1) by preventing accidents and (2) by responding to an emergency quickly and efficiently to minimize the danger of those involved. This position is responsible for guarding the pool, ensuring the safety of all patrons, enforcing pool rules, and implementing the branch emergency protocols as needed.

Qualifications:

- American Red Cross (ARC) Lifeguard or YMCA On the Guard Lifeguarding Certification, or a nationally recognized equivalent.
- ARC CPR/AED for the Professional Rescuer, Basic First Aid, and O2 Certifications.
 - Note: CPR/AED for the Professional Rescuer must be renewed annually regardless of expiration date. First Aid and O2 certifications must be renewed every 2 years regardless of expiration.
- ARC Water Safety Instructor (WSI) Certification preferred.
- Previous aquatic experience is preferred.
- Knowledge of and the ability to demonstrate skills in swim lessons instruction.
- Ability to demonstrate skills as required for class content and use teaching aids such as kickboards, diving rings, lifejackets, etc.
- Ability to work independently and have skills in accident prevention, decision making, and rescue to ensure a safe environment for members.
- Develop and foster a family community atmosphere by participating with members in an enthusiastic, courteous, and friendly manner.

Responsibilities:

- Maintain constant surveillance of patrons in the facility.
- Warn swimmers of improper activities or hazards, and supervise the activities of swimmers by enforcing pool safety rules and regulations.
- Notify appropriate personnel of any accidents, rescues, or problems that have arisen, equipment repairs needed, or facility maintenance required.
- Act immediately and appropriately to secure safety of patrons in the event of emergency.
- Provide emergency care and treatment as required until the arrival of emergency medical services.
- Answers inquiries pertaining to use of pool and deals with patron issues in a respectful way.



- Always present a professional appearance and attitude, and maintain a high standard of customer service.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a clean facility performing house cleaning duties.
- Work effectively with other lifeguards or staff and attend staff meetings as needed.
- Design and maintain a lifeguard-team shift/rotation schedule, in tandem with swim lessons and other scheduled events.
- Must maintain schedule, prompting fellow guards to keep track of their time and to complete any responsibilities or miscellaneous duties when not actively guarding.
- Instruct and evaluate students participating in swim lessons.
- Responsible for the safety of participants in their own class.
- Begin and end class on time, remain after class to answer participant and/or parent questions as needed, and clean up supplies.
- Submit completed report cards, skills sheets, and attendance information on time.
- Perform water chemical balance tests prior to and after swim lessons, and otherwise scheduled hourly.
- Ensure and model that all lifeguard staff fulfill Aquatics Safety Code of Conduct and principle duties.
- Daily responsibility of conducting and recording “red ball” drills, at least twice.
- Assist in giving weekly “silhouette” drills.
- Give positive, constructive feedback to lifeguard team after drills.
- Ensure that all lifeguard staff are aware of weekly in-service.
- All other duties as assigned and appropriate.

Administrative:

- Ensures all programs are safe, properly staffed, and equipped.
- Ensures that RTH program standards are met, and safety procedures are followed.
- Assists with updating and maintaining Sling schedule.
- Builds and maintains a high standard of customer service.
- Serves as a role model for residents, program participants, staff, and volunteers.
- Contributes to a positive and safe work environment.
- Attends and participates in staff meetings, as directed.

Ideal Candidate:

- Models and teaches RTH core values.
- Builds relationships, and empathetically listens and communicates.
- Provides staff with feedback, coaching, guidance, and support.
- Demonstrates passion to work with youth, families, volunteers, and staff.
- Agrees to a flexible work schedule.
- Self-starts; can initiate and carry out diverse duties with minimal supervision.
- Enjoys thinking of new ideas; creative and resourceful.



Result:

1. Provide safe, secure, and educational experiences for participants.
2. Impact the overall effectiveness of the department's implementation of the RTH mission.
3. Provide the community with quality services, programs, and leadership in the RTH Community Center.

We understand and mutually accept that the above description represents our agreements as to the job to be performed.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other business-related duties, including meetings and trainings if requested by the immediate supervisor or executive director. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

Employee signature

Date

Supervisor signature

Date