



INDEPENDENT SCHOOL DISTRICT 196
Community Education Aquatics Program
12900 Johnny Cake Ridge Road, Apple Valley, MN 55124
Phone 952-431-8777 Fax 952-431-8769
Email: aquatics@district196.org

Title: Lifeguard / Supervisor

Supervisor: Aquatic Coordinator, Lifeguard Supervisor / Swim Lesson Manager

Job Summary:

Lifeguards ensure the safety of patrons by preventing and responding to emergencies according to the standards of the American Red Cross and in accordance with the goals of the District 196 Community Education Aquatics Program.

Qualifications:

Lifeguards must:

1. Have current American Red Cross certification in Lifeguard Training and First Aid, CPR for the Professional Rescuer and other certifications required by local or state laws, through duration of employment.
2. Have strong leadership and public relations skills.
3. Have sound decision-making skills.
4. Have the ability to perform surveillance and rescue techniques.
5. Have the ability to work under limited supervision.
6. Have the ability to maintain self-control in stressful situations.

General Responsibilities:

Lifeguards must:

1. Know, understand and follow all rules, policies and chain of command of the District 196 Community Education Aquatics Program.
2. Perform primary responsibilities at all times while on duty. These primary responsibilities include:
 - Providing thorough patron surveillance.
 - Preventing injuries by minimizing hazardous situations and behaviors.
 - Enforcing facility rules and regulations.
 - Recognizing and responding effectively to emergencies
 - Administering first aid or CPR in accordance with the Emergency Action Plan (EAP) and to the standards of American Red Cross Lifeguard Training.
 - Communicating with other aquatic staff when help is needed.
3. Perform secondary responsibilities when not directly responsible for primary responsibilities. These secondary responsibilities include:
 - Helping patrons locate a missing person.
 - Completing and submitting all required reports. Inform the Aquatic Coordinator or lead management staff of all rescues and major accidents immediately.
 - Performing safety inspections and reporting unsafe conditions or equipment.
 - Performing maintenance tasks such as cleaning and putting equipment away.
 - Performing miscellaneous tasks as assigned.
4. Communicate with customers in a professional manner. Refer any unresolved issues to the Supervisor and/or Aquatic Coordinator.
5. Be on deck and prepared to work at the scheduled time.

6. Meet state health department requirements for being in the pool. If injuries or open wounds prevent entering the water a substitute will be necessary.
7. Notify the Aquatic Program Coordinator as to the reason for an absence and provide the name of the qualified staff person who will substitute.
8. Take ownership of substitute shifts. If unable to work once committed to a substitute shift, take responsibility to find another substitute.
9. Maintain a professional appearance at all times. This includes wearing the proper uniform, including swimsuit, lifeguard shirt, and whistle. Swimsuits must be a solid color, either black or dark blue. Swimsuits for females must be one piece and for males must be trunk style. The rescue tube and fanny pack provided at the pool must be worn while on duty.
10. Attend all lifeguard in-services. Notify the Aquatic Coordinator if unable to attend. Make-up responsibilities must be completed in a timely fashion.
11. Provide the Aquatic Coordinator with Intent to Work information as requested.
12. Complete all required employment records, including time sheets, in an honest and timely manner.

Supervisors must:

1. Motivate and guide staff to perform their responsibilities according to the goals of the District 196 Community Education Aquatics Program.
2. Assign lifeguards to stations and see that rotations are handled properly.
3. Call in substitutes as necessary.
4. Assign secondary duties to guards as necessary.
5. Monitor staffing ratios and dismiss guards from shifts as necessary.
6. Communicate with customers in a professional manner. Refer any unresolved issues to the Aquatic Coordinator.
7. Collect admission revenue. Complete and submit accurate revenue and attendance reports.
8. Perform all opening and closing tasks in the absence of a building supervisor.
9. Provide the Aquatic Coordinator with a report of accidents or incidents.

Typical Physical Demands and Working Conditions:

Lifeguards must:

1. Remain alert, with no lapses in consciousness in a warm environment with air temperatures of 80 degrees or higher.
2. Stand for an extended period of time.
3. Sit for extended periods, including in an elevated lifeguard chair.
4. Move to various locations, including in and around an elevated chair.
5. Observe all areas of the pool with clear vision.
6. Hear noises and distress signals in the aquatic environment
7. Communicate effectively with people in normal, loud and stressful situations, including projecting one's voice across distance.
8. Perform strenuous physical tasks necessary for a water rescue such as: swimming quickly, supporting adult bodyweight while swimming as far as 50 feet, removing adult bodyweight from the pool.