



Mt. Prospect Park District

JOB GUIDELINE: Lifeguard/Swim Lesson Instructor/Part-Time/Non-Exempt/2024

DIVISION:	Recreation
DEPARTMENT:	Aquatics
POSITION:	Lifeguard/Swim Lesson Instructor (certified lifeguard)
PRIMARY LOCATION:	RecPlex/Meadows Aquatic Center/Big Surf
REPORTING SUPERVISOR:	Aquatics Manager and Aquatics Supervisor

GENERAL DESCRIPTION:

Responsible for providing appropriate supervision and ensuring the safety of patrons in the aquatic facility by preventing and responding to emergencies. Responsible for conducting swim lessons for children and/or adults.

DUTIES:

Provide appropriate supervision of patrons in the aquatic facility.

Recognize and respond to emergencies.

Prevent accidents by enforcing pool rules, and maintain discipline.

Perform first aid technique and rescue procedures, as necessary.

Perform basic maintenance in pool area and locker rooms to ensure a safe and clean environment.

Report any irregular discipline, safety or maintenance problems to the Pool Manager.

Participate in rescue drills, first aid reviews, instructional clinics and other skill development activities.

Maintain current lifeguard certification.

Attend required training and meetings.

Teach swim classes in accordance with the Park District's instructional swimming program.

Perform the job safely and in compliance with District policies, procedures, employee handbook, and work safety rules.

Maintain a clean and organized work environment.

All other duties as assigned by the Aquatics Supervisor, Aquatics Manager, Recreation Division Manager, Director of Recreation, and/or the Executive Director. However, in an emergency, perform all other duties as required.

QUALIFICATIONS:

A minimum age of 15 is required and must be a high school student, high school graduate, or possess a G.E.D. Please note that the 15-year-old certified life guard will have some duty restrictions until they turn 16 years old.

Must possess current American Red Cross Water Park Lifeguard certification or the ability to obtain certification prior to the first day of employment and/or swim season.

Must possess and maintain CPR (Infant, Child and Adult), AED and First Aid Certification.

Must be able to communicate effectively with others for safety purposes and to allow for coordination of work.

Must be able to recognize unsafe conditions and respond accordingly. Must be able to respond to emergency situations quickly while understanding procedures and policies.

Must be able to lift a 150 pound person from the water. Must be able to perform tasks that require walking, bending, stooping, kneeling, climbing and reaching.

Must be able to stand and/or sit for long periods of time.

Must be able to swim and enter the pool at any given time.

Lifeguards are exposed to indoor and outdoor conditions including water, sun, high humidity, and excessive heat and cold.

Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary and your workweek may exceed regular hours at times, but will be less than 1000 hours per year. Regular and reliable attendance is an essential function of the Lifeguard and Swim Lesson Instructor position.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.

The Mt. Prospect Park District is an Equal Opportunity Employer.

