



Job Description
HealthWorks Fitness Center

Job title: LEAD LIFEGUARD

Reports to: AQUATIC DIRECTOR

Level/Grade: 23	Type of position: Regular Part Time	EEO Classifications: Service worker	Routine Driver
Location: 6 HWFC	Hourly		

Position Summary:
Responsible for safety, service and cleanliness of the Aquatic Center. Assigns cleaning responsibilities to lifeguards on duty. Inspects record keeping and equipment daily. Ensures that first aid supplies are always fully stocked. Assists with the scheduling of other lifeguards.

Qualifications: High school diploma, GED or currently enrolled in public education. Current Lifeguard, CPR and first aid certifications are required. The cost for re-certification will be reimbursed by HFC. Working knowledge of life guarding and chemical testing skills required.

Evaluation Key: Met (**M**) Needs Improvement (**NI**) Not Met (**NM**) Work in progress (**WIP**)
Instructions: Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential job functions:

Requirement	Key	Comments
Greet members and staff with exemplary service, a smile and empathy. Realize and support HWFC philosophy that members are individuals and their needs come first.		
Assist the Aquatic Director in providing a safe aquatic environment. Ensure that first aid supplies are always fully stocked.		
Provide for the safety of all swimmers by using certified life guarding skills.		
Supervise each participant and professionally enforce the policies of the aquatics department and HWFC.		
Educate participants in aquatic safety policies in lap pool, therapy pool, and whirlpool when appropriate.		
Professional conduct is required at all times with members and staff.		
Responsible for regularly inspecting the aquatics area to insure decks are dry and free of obstacles. Inspect recordkeeping and equipment daily.		
Test water chemistry and make adjustments based on pool operator's guidelines as necessary to maintain state and HWFC center guidelines.		
Maintain accurate records of water testing and attendance for all facility pools.		

Remove and install lap lanes as required for various aquatic programs		
All reports of incidences or injuries must be submitted to the Aquatics Director using the proper forms. Follow-up may be required via the direction of the Aquatics Director to complete incident reports for injuries or circumstances that fall outside normal operating procedures.		
Store all equipment safely and in the proper location.		
Report all maintenance issues to the Aquatic Director and assist in the maintenance and cleaning of all equipment and aquatic facilities.		
Assist the Aquatics Director in obtaining information regarding participant's desires and needs. Promote Aquatics programs that meet the needs of the participant, encourage participants to cross train and promote new programs		
Complete substitution form to ensure proper coverage of the Aquatic Department in case of personal illness, injury or vacation and assist with the scheduling of the other lifeguards		
Maintain proper certifications and those required by HWFC		
Attend departmental meetings and seminars.		
Administer First Aid to participants when necessary.		

Adhere to Policies and Procedures:

Adhere to punctuality, attendance and absenteeism policies		
Adhere to dress code standards		
Keep informed of and comply with the non-discrimination policy:		

Evaluation Goals:

1.
2.
3.
4.

Recommendation:

Employee Comments:

SHARE Foundation does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. Linda D. Stringfellow, President/ COO of SHARE Foundation, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap.

Physical Requirements

Must demonstrate skills and how to use required equipment. Tolerant of constant exposure to pool water and chemicals through skin contact and inhalation. Must be able to meet all of the physical requirements for certifications and maintain those requirements at all times.

Light Work: Sitting/ standing, exerting up to 20 lbs. occasionally and/or 10 lbs. frequently.

The minimum requirements of this position require this individual to:

- Ability to perform repetitive tasks and/or motions
- Ability to distinguish colors
- Ability to hear alarms/ telephone/tape recorder/normal speaking voice
- Must exhibit good manual dexterity
- Must exhibit good eye-hand-foot coordination
- Clarity of vision with/without corrective lenses

Other requirements:

- Furnish own transportation

*This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.

SHARE FOUNDATION MISSION STATEMENT

The mission of SHARE Foundation is to identify, develop and foster programs and services that further the health and well being of the people of our community and surrounding areas.

Employee signature: _____ **Date** _____

Supervisor signature _____ **Date** _____