



Job Description  
Job Code: 421  
Range: 11

## Head Lifeguard

**DESCRIPTION:** Under supervisory direction from the Recreation Coordinator II (Special Events & Sports Programming) and the Recreation Supervisor (Aquatics/Sports & Special Events), this position assists with the implementation of a comprehensive departmental program, and is responsible for supervising and implementing current and short-ranged community aquatics center programs and activities, and other related duties as provided. Assists in the day-to-day aquatics center operations and performs a variety of semi-technical and administrative work in scheduling and assisting in the implementation of a year-round aquatics center services program. Includes aquatics center supervision, plus setting up for daily public usage, regular pool maintenance such as vacuuming, skimming, chemical testing and administration duties as assigned. Assignments shall include the daily check of equipment for safety and cleanliness of pool facilities, along with conducting monthly inventories and storing equipment and supplies at the end of each day. Incumbent shall exercise considerable initiative and independent judgment in the day-to-day supervision in areas of the Recreation Center aquatics facility and the outdoor aquatics facility complex. Performs other related duties as assigned.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

Leads aquatics center operations to achieve goals within available resources; supervises temporary/part-time work force in indoor/outdoor aquatics facilities, recreation and sports program management. Provides personnel management, policy and procedure implementation, morale, and training.

Provides light- to mid-level supervisory controls and implements planning, development, implementation, evaluation, and promotion of comprehensive aquatics center programs and services; researches and develops new programs, classes, operating policies and procedures, and revenue/marketing sources for aquatics center programs.

First line supervision in all indoor and outdoor aquatics center operations and programs. Assists in conducting regular staff meetings and training to disseminate information and to review aquatics center procedures, policies, rules and regulations. Conducts training of staff in all aquatics center operations and safety, plus ensures that all staff certifications are maintained. Ensures high level of program standards are upheld and followed. Assists in scheduling all classroom facilities, special interest class programs and requests for aquatics center and other classroom programming. Assists in scheduling all aquatics center activities and private rentals to ensure optimum facility usage and cost recovery policies where necessary. Works with the supervisory and recreation coordination personnel toward the development and scheduling of aquatics facilities, to include special interest classes, recreation programs/classes, special events, camp programs, after-school programming, family events, senior event programs, teen/children programs, contract rentals and other indoor and outdoor aquatics center programs as assigned. Assists with the coordination of programs and activities with schools, community groups, and other agencies to maximize services and create partnerships for facility use. Helps in the monitoring and

evaluation of the efficiency and effectiveness of service delivery methods and procedures; helps in the assessment and monitoring of workloads, administrative systems, support systems, and internal reporting relationships. Assists in scheduling, supervision and evaluation of the work of subordinate aquatics center personnel and programs, monitors rental charges and facility/equipment maintenance, assists with organization and operation of special events at community centers and community wide.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Supervises implementation and enforcement of risk management and safety policies, regulations and procedures; monitors accident, incident and emergency situation reports.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of organizational and light- to mid-level supervisory principles and practices as such apply to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of the principles, procedures, methods and practices for planning, implementing and maintaining a variety of aquatics, sports and recreational programs through community participation.
- Water Safety Instruction programming (WSI).
- Knowledge of the principles and practices of supervision.
- Knowledge of the methods and practices of facility management of large comprehensive indoor aquatics/recreation centers, facility rentals, and other fee-based program emphasis areas.
- Knowledge of methods, practices and trends of community-based aquatics center and recreation programming administration.
- Familiarity with City policies and procedures, community demographics and recreational issues.
- Knowledge of aquatics equipment and aquatics center practices, programs, development and operations/maintenance.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in providing a vision for subordinate staff to attain.
- Skill in interacting with the general public in a positive and educational manner.
- Skill in interacting with community members at various stages in their lives.

**PHYSICAL REQUIREMENTS:** This classification involves work developing and implementing aquatics center and recreation programs and supervising staff. The planning and implementation can be done in a normal office setting.

**MINIMUM REQUIREMENTS:** Any combination of education and/or experience that has provided the knowledge, skills, certifications and abilities necessary to satisfactorily perform the job. Graduation from high school or equivalent is required. Desire for a Bachelor's degree from an accredited college or university with a major in physical education, fitness/health, leisure studies, parks and recreation, or a related field and one (1) year experience in aquatics operations/programming including one (1) year in a supervisory role. Red Cross WSI certification as a Lifeguard Instructor and AFO preferred.

#### **ADDITIONAL REQUIREMENTS**

- Ability to work shifts between 7 AM – 9 PM Monday through Sunday.
- Regular attendance is an essential function of this job to ensure continuity within the work environment.