

Education and/or Experience

High School diploma or general education degree (GED); one to two seasons experience as a lifeguard and instructor. NOTE: One season equivalent to 400 working hours. Minimum 17 years of age.

Language Skills

Ability to read interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates

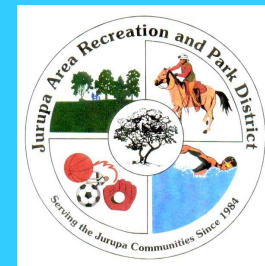
Current American Red Cross Life Guarding and First Aid Certificate, or equivalent, American Red Cross CPR for Professional Rescuer Certificate or equivalent and Water Safety Instructor Certificate. Candidates will need to complete Title 22 Training. The possession of a Lifeguard Instructor Certificate is desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hand and arms; climb or balance; talk or hear; and taste and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions and abil-

Head Lifeguard/ Assistant Manager

Jurupa Area Recreation and Park District



4810 Pedley Road
Riverside, CA 92509

Phone: (951) 361-2090
Fax: (951) 361-2095

Job Description

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(951) 361—2090

Head Lifeguard/Assistant Manager

Job Title: Head Lifeguard/Asst. Manager

Department: Recreation

Reports to: Pool Manager

FLSA Status: Hourly

Approved By: Board of Directors

Approved Date: January 11, 2007

Pay Range: \$10.48—\$12.75/hour

Summary

Under direction, assist in the management and the operation of the district swimming pool; and do related work as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

Plans and schedules the operation of the public swimming pool; assigns and reviews the work of subordinates at the direction of the Recreation Coordinator/Pool Manager; assists the Recreation Coordinator/Pool Manager, including receipting money, complete time and attendance reports, swimming class registrations, maintains records of temperature, chlorine and acid content; watches for unsafe conditions or practices and recommends corrective action; supervises the development of special programs, enforces department rules and regulations governing the use of the swimming pool.

Assistant Manager/Head Lifeguard Examples of Duties

- Assists in the supervision of the operation of the pool and aquatics programs.
- Maintains good public relations.
- Assists the Pool Manager when needed.
- Maintains high standards of pool safety and sanitation.
- Assists in the maintenance of current inventory of all pool supplies.
- Assists in the assigning and record keeping of staff duties and schedules.
- Is able to meet emergencies, assists in training staff in emergency procedures.
- Supervises all swimming classes which are conducted at the pool.
- Assumes the duties of an instructor or lifeguard when necessary.
- Maintains financial records.

Supervisory Responsibilities

Aid in the supervision the of Head Lifeguard, Lifeguards, Pool Cashiers. Carries out supervisor responsibilities in accordance with the organization's policies and

applicable laws. Responsibilities include assisting in training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

District Application Required. Resumes will not be accepted in lieu of applications.

Job Description continued on the back.

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