



# JEFF ROUSE SWIM & SPORT CENTER

## Job Description

<b>Job Title</b>	Lifeguard
<b>Department</b>	Aquatics
<b>Location</b>	Stafford, VA
<b>Reports to</b>	Assistant Aquatics Director and Aquatics Director
<b>Approved By</b>	Eastern Sports Management
<b>Approval Date</b>	01/01/2018

Level	Type of position:	Travel	Amount Required:
	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary		<input checked="" type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more
Classification	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		

### JOB DESCRIPTION

The Lifeguard maintains a safe swim environment by enforcing all rules and regulations of the pool as well as preventing and responding to all emergencies in the Jeff Rouse Swim and Sport Center. Lifeguards will report directly to the Assistant Aquatics Director and Aquatics Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Scan surveillance areas to ensure the safety of all patrons
- Act in emergency situations and provide appropriate care
- Caution swimmers regarding unsafe areas
- Rescue swimmers in danger of drowning and administer first aid when needed
- Maintain order in swimming areas
- Able to successfully perform the Lifeguard pretest once every 6 months to maintain employment
- Help maintain a clean pool environment
- Conduct chemical checks on scheduled basis
- Fill out any necessary reports for accidents or incidents
- Able to work in a wet pool environment
- May handle chemicals, under supervision, if older than 18 years of age
- Possess strong customer service skills
- Able to multi-task and be well organized
- Able to work in team environment
- Able to communicate effectively with others, verbally and in writing
- Participate in In-Service Trainings
- Knowledge of & respect for Jeff Rouse Swim and Sport Center Mission
- Knowledge of the rules and regulations of JRSSC, including its Personnel Handbook, and abide by them
- Perform other duties and responsibilities as needed, required, or assigned by the Assistant Aquatics Director, Aquatics Director and/or the General Manager

### SUPERVISORY RESPONSIBILITIES

- This job has no supervisory responsibilities

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Use of Technology - Demonstrates required skills.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; able to read and interpret written information.
- Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Uses time efficiently.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Focus - Ability to maintain attention in a high-volume, fast-paced environment.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**Education and/or Experience:** Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and 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 organization.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** Upon hire and training, the individual must be able to successfully utilize the Jeff Rouse Swim and Sport Center Timeclock software.

**Certificates, Licenses, Registrations:** To perform this job successfully, an individual must possess the following:

- Lifeguarding
- CPR/AED
- First Aid

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to climb or balance and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 the essential functions:

- While performing the duties of this Job, the employee is regularly exposed to wet or humid conditions (non-weather).
- While performing the duties of this Job, the employee is frequently exposed to toxic or caustic chemicals.
- While performing the duties of this Job, the employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; outdoor weather conditions; extreme cold (non-weather); extreme heat (non-weather); risk of electric shock; work with explosives; risk of radiation and vibration.
- The noise level in the work environment is usually loud.

I, \_\_\_\_\_ (Employee's Name), hereby certify that I understand and agree to abide by the terms and conditions of my employment set forth in this JRSSC Lifeguard Job Description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aquatics Director (Print Name)

\_\_\_\_\_  
Aquatics Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources (Print Name)

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date