



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741
541.475.4253 • www.macrecdistrict.com

HEAD LIFEGUARD II Job Description

Reports to: Programs Director

Pay Rate/Status: Starting wage \$19/hour (FLSA non-exempt, part-time and full-time)

General statement of duties: Responsible for monitoring activities in the water, pool decks, and ancillary areas of aquatics facilities to ensure the safety of patrons; learns, explains, and enforces safe swimming programs and pool policies, regulations, and rules. Performs rescues and administers first aid, CPR, and AED as needed. Demonstrates and instructs group exercise classes; and performs related work as required.

Essential Duties and Job Responsibilities: Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides aquatics safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of district aquatic facilities to prevent accidents, and to ensure the safety and well-being of patrons.
- May function as opening or closing manager on duty and/or deck supervisor.
- Implements and monitors district policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Performs all required lifeguard-training skills as needed.
- May function as deck supervisor with onsite backup from MACRD management team members.
- Responsible for chemical checks and water tests for the aquatic's facility, including recording and documenting chemical levels in the pools.
- May teach introductory aquatics classes and/or group/individual water safety swim lessons.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Maintains logs and records of activities. Completes required accident and incident reports when necessary.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Plan, organize and instruct group exercise classes and/or provide coaching/training in assigned specialization with appropriate exercises, sequences, and/or routines; provides and prepares appropriate music for format.



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- Provides class instruction and demonstrates knowledge, skill and ability in specific area(s).
- Design and implement exercise class curriculum based on current research and includes warm-up, workout and cool-down periods
- Collaborates with coordinator staff to develop, plan and schedule classes.
- Includes and instructs multiple levels of modifications for each workout to allow participation by multiple fitness levels or those with past injury.
- Practices safe work habits and maintains a safe environment. Monitors participant safety during class and if necessary provides first aid. Follows standard procedure for emergencies for the facility where class is held. Complete and submit patron incident reports.
- Address program specific risk management/safety issues.
- Greets students as they enter the class area. Responds to questions from participants regarding purpose of specific exercises/routines and other fitness- related topics.
- Provides excellent internal and external customer service. Offers a positive experience for patrons and co-workers.
- Ensures all participants are signed in and maintain appropriate records regarding class participation.
- Prepares facility for class including any required program equipment and sound equipment. Cleans up area and returns all equipment to appropriate storage area at end of work shift.
- Communicates with staff regarding facility, equipment and supply needs. Request purchase of supplies, coordinating expenditures with district policies.
- Monitor participant behavior to ensure an environment where everyone feels welcomed, included, safe and respected while participating.
- Responds professionally to questions, suggestions, and concerns from participants and staff regarding programs, activities, policies and practices.
- Remains personally accountable in seeking resolution to misunderstandings, conflicts, or performance of self or others. Respond positively to correction and accepts direction.
- Attend staff orientations and trainings, as required.
- Performs other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge: A general understanding of life safety protocols and procedures coupled with excellent customer service for patrons.

Skills: Requires well-developed language skills to communicate policies and procedures to patrons. Written communication skills that will be required to document incident reports and communicate patron issues with management.



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Abilities: Exercise strong initiative and independent decision making; demonstrate problem solving skills; communicate effectively in both verbal and written form; obtain (if not already have) CPR/AED/first aid, Red Cross lifeguard certification; establish and maintain positive, respectful and cooperative relationships with patrons and fellow employees.

Experience and Training: Must be 18 years of age or older. Lifeguard experience, customer service experience, group exercise/personal training, and experience working on a team preferred.

Certifications: American Red Cross Lifeguard certification, CPR/AED, First Aid certification, and group exercise/personal training certification.

KEY ATTRIBUTES

1. **SELF MANAGEMENT:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

- Independently pursues business objectives in an organized and efficient manner.
- Prioritizes activities as necessary to meet job responsibilities.
- Maintains required level of activity toward achieving goals without direct supervision.
- Minimizes workflow disruptions and time wasters to complete high-quality work within a specified time frame.

2. **DIPLOMACY AND TACT:** The ability to treat others fairly, regardless of personal biases or beliefs.

- Maintains positive relationships with others through treating them fairly.
- Demonstrates respect for others.
- Understands and values differences between people.
- Respects diversity in race, national origin, religion, gender, lifestyle, age, and disability.

3. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.

- Successfully works with a wide range of people at varying levels of organizations.
- Communicates with others in ways that are clear and concise.
- Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience, and education levels.

4. **TEAMWORK:** The ability to cooperate with others to meet objectives.

- Discards personal agenda to cooperate with other team members in meeting objectives.
- Contributes positively and productively to team projects.
- Builds and sustains a trust relationship with each member of the team.
- Supports other team members and team decisions.

5. **RESULTS ORIENTATION:** The ability to identify actions necessary to complete tasks and obtain results.

- Maintains focus on goals.



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- Follow through on all commitments to achieve results.

6. **PROBLEM SOLVING:** The ability to identify key components of a problem to formulate a solution or solutions.

- Selects the best options available to solve specific problems.
- Applies all relevant resources to implement suitable solutions.

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 30 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Duties in a pool environment with wet and slippery conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees will interact with individuals in interpreting and enforcing rules, policies, and procedures. Employees will be expected to get in and out of water throughout a scheduled shift and may be exposed to prolonged periods in the water. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Necessary Special Requirements: Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

ADDITIONAL INFORMATION:

Hours/Shift: Work schedule may vary and require flexibility seasonally, including early mornings, evenings, weekends, on-call status, and holidays.

Equal Opportunity Employer