



## MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

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### LIFEGUARD III Job Description

**Reports to:** Programs Director  
**Pay Rate/Status:** Starting wage \$17/hour (FLSA non-exempt, full-time/part-time/seasonal)

**General statement of duties:** Under immediate supervision, monitors 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; and performs related work as required. May function as a deck supervisor, coordinating aquatic staff activities with the support of a manager on duty.

**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.
- Implements and monitors district policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Performs all required lifeguard-training skills as needed.
- Provides high quality customer service in a safe and timely manner.
- 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.
- Assists with district special events as needed.
- Principles and techniques of lifeguarding, including lifesaving methods and procedures.

- Operational characteristics of water rescue safety equipment and devices.
- Principles and practices for providing high level of customer service.
- Modern office practices, methods, and computer equipment and applications.
- Performs and documents regular water chemical tests
- Track student progress and completion of skills associated with MACRD swim lesson levels.
- Knowledge and understanding of MACRD swim lessons levels/curriculum and water safety and know how to use course materials effectively.
- Adhere to pass/fail standards for promoting students to the next level or the need to retake the class.
- Provide instruction for varying ages.
- Begin and end class on time, remain after class to answer participant and/or parent questions as needed, and clean up supplies.
- Educate participants on proper technique and promote swimmer safety.
- Submit completed report cards, certificates, and attendance information on time.
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards and that materials and equipment are safe.
- May function as a deck supervisor, coordinating aquatic staff activities with the support of a manager on duty.
- 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.

**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, and experience working on a team preferred.

**Certifications:** American Red Cross Lifeguard Certification, CPR/AED, First Aid 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.

- Initiates and develops business relationships in positive ways.
- 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.
- 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 is varied and requires flexibility, including early mornings, evenings, weekends, on-call status, and holidays.

Equal Opportunity Employer