



Truckee Donner

Recreation and Park District

8924 Donner Pass Rd, Truckee California 96161
 PHONE: (530) 582 -7720 FAX: (530) 582-7724

POSITION TITLE: LIFEGUARD I, II, III

DEPARTMENT: RECREATION

REPORTS TO: AQUATIC COORDINATOR AND RECREATION SUPERINTENDENT

SUPERVISION GIVEN TO: GENERAL SUPERVISION OVER ASSIGNED STAFF

JOB SUMMARY: Under general supervision, performs a variety of work in connection with programs and activities of an aquatic facility or beach, including monitoring and observing facility use, teaching swim lessons and classes, explaining and enforcing swimming programs and pool policies, regulations, and rules and ensuring the safety of pool patrons; performs rescues, first aid, CPR, and AED, as necessary.

EDUCATION, EXPERIENCE, TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- (Level I)* Possession of, or ability to obtain, a valid American Red Cross CPR and First Aid certificate.
 Sufficient education to ensure ability to read and write at level of position.
 Possession of a valid American Red Cross Lifeguard certificate.
 No previous experience is required.
- (Level II)* *In addition to above:* Three (3) years of responsible experience as a lifeguard, or:
 Emergency Medical Technician (EMT) Certificate.
 Possession of, or ability to obtain, an appropriate valid driver's license.
- (Level III)* *In addition to above:* Water Safety Instructor (WSI) Certificate with three (3) years' teaching experience, and:
 Head/lead lifeguard experience.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of duties required to ensure that District aquatic facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include performing lifeguard duties and, when qualified, instructing swimming lessons.

A. ESSENTIAL JOB FUNCTIONS

		RATING
1.	Acts as lifeguard during business hours and at all events held at District aquatic facilities.	
2.	Quickly responds to medical and other emergencies as appropriate.	
3.	Implements and enforces District policies, rules, and procedures.	
4.	Monitors facility use; opens, closes, and secures building for events and assists in the supervision and preparation of the facility and amenities for patron use.	
5.	Performs a variety of clerical or technical tasks in support of District programs, including screening calls and patrons, assisting in interpreting and applying regulations, policies, and procedures in response to inquiries and issues from public.	

6.	Performs cashiering duties, and maintains a variety of accurate logs, records, and files.	
7.	Depending on position, additionally may do the following: Instructs swim lesson classes; assesses swim lesson participants and makes recommendations on correct class placements; serves as the first point of contact for parents regarding the progression of their child in swim lessons and addresses any concerns the parents have regarding the classes and program(s).	
8.	(Levels II-III), additionally may do the following: May exercise technical and functional direction, supervision, and training to lower-level or less experienced staff.	

B. KNOWLEDGE OF WORK

		RATING
1.	Principles and techniques of lifeguarding, CPR methods, and first aid.	
2.	Principles of swim instruction, as necessary for teaching.	
3.	Methods for keeping water and surrounding areas safe for public use; safe handling and use of chemicals.	
4.	Applicable safety precautions and procedures related to the program areas and facilities to which assigned.	
5.	Basic mathematical principles.	
6.	Modern office practices, methods, and equipment, including cash handling and computer equipment.	
7.	Techniques for providing a high level of customer service to the public and District staff, in person, via computer, and over the telephone.	

C. DUTIES AND RESPONSIBILITIES

		RATING
1.	Listens and responds to guest needs for assistance or information; provides public information.	
2.	Removes and replaces pool covers, tests the temperature, chlorine, and pH values of the pool water, and performs or facilitates routine pool area maintenance as required.	
3.	Administers basic first aid and adult and child cardiopulmonary resuscitation (CPR), and AED.	
4.	Performs basic custodial duties and routine facility maintenance.	
5.	Encourages participation and good sportsmanship, and issues and collects recreation equipment and supplies.	
6.	Sets up and takes down equipment for facility rentals and community events.	
7.	Observes safe work methods and makes appropriate use of related safety equipment.	
8.	Works independently while supervising facilities and user groups.	
9.	Provides courteous assistance to facility patrons.	
10.	Meets the physical requirements necessary to safely and effectively perform assigned duties.	
11.	Maintains facilities and equipment in a clean, safe, and secure manner.	
12.	Makes accurate arithmetic computations, and accurately processes cash transactions.	
13.	Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.	
14.	Properly monitors patron population for safety and security of facilities and guests.	
15.	Performs other duties as assigned.	