



Date Adopted: February 18, 2020  
Date Revised:

**Title:** Lifeguard/Swim Instructor

**FLSA:** Non-Exempt, Part-Time/Temporary-Seasonal/At-Will

**General Purpose:**

To perform lifeguard duties in enforcing City public swimming pool rules and monitoring pool patron conduct; perform emergency rescue and lifesaving techniques. To provide instruction in all levels of American Red Cross swimming certification and other aquatics programs.

**Supervision Received and Exercised:**

Receives immediate supervision from assigned supervisor and functional and/or technical supervision from higher-level technical personnel including Recreation Coordinator.

**Essential Duties and Responsibilities:**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Enforce swimming pool rules and regulations, including ensuring orderly conduct of swim team and pool patrons.

Assist in providing instruction and coaching for a variety of swimming classes and activities for all ages and ability levels.

Assist swimmers who are in distress and administer a variety of first aid and/or life saving techniques, as appropriate.

Assist in maintaining pool areas in a safe and clean condition.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Develop and implement lesson plans for swimming classes.

Maintain accurate records related to swimming classes.

Perform other duties as assigned.

**Minimum Qualifications:**

**Knowledge of:**

Basic instruction/training techniques.

Use and care of lifesaving techniques and equipment used at public swimming pools.

**Ability to:**

Develop and implement lesson plans for swimming instruction and certification activities.

Instruct and train patrons in a variety of swimming skills and techniques.

Learn and enforce City swimming pool rules, regulations, and policies.

Perform lifesaving strokes according to American Red Cross standards, perform lifesaving and emergency first aid techniques and practices; engage in physical activity.

Follow written and oral instructions. Communicate in an effective manner;

Communicate in an effective manner.

Exercise courtesy and tact in dealing with pool patrons.

Deal with difficult or stressful situations in a calm and professional manner.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Physical Standards:**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and instructions, observe, identify, and report operational problems.

On an intermittent basis, sit in lifeguard station for long periods of time; stand, walk, and bend while monitoring various swimming activities; squat, climb, kneel and twist intermittently when setting up various programs; perform various swimming techniques; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

**Training and Experience:**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** There is no educational requirement for this class; equivalent to completion of two years of high school is desirable.

**Experience:** Demonstrated experience in skilled aquatic activities is desirable.

**Licenses; Certificates; Special Requirements:**

At time of hire, must be 15 years of age or older.

Work permit, as applicable.

Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

Current certification in American Red Cross CPR or the Professional Rescuer with AED; Lifeguard Training with Administering Emergency Oxygen; First Aid for Public Safety Personnel (California Title 22) within one year of employment; Water Safety Instructor (WSI) is desirable.

Possession of a valid California Class C driver's license is not required for this class; however, if an employee possesses a valid license, he/she may be required to provide a Certificate of Automotive Insurance for Personal Liability.

This classification is designated as a Mandatory Reporter; Completion of Mandated Reporter training is required within one month of employment.