

## **KBGH SWIM CLUB**

### **2012 LIFEGUARD JOB DESCRIPTION**

The hours for this job vary depending on the full-time, part-time or sub employment status, but the job responsibilities do not change. This position reports directly to the Pool Manager. In the Pool Manager's absence guards report directly to the Head Life Guard/Assistant Manager.

Please note: No employees will be allowed to begin work without completing all necessary working paperwork including I-9, W-4's, Employment Verification Form and presentation of Blue Card when applicable.

#### **Responsibilities of a KBGH lifeguard:**

- The successful KGBH lifeguard will be able to execute these duties after an expected learning curve of 2 weeks or less of regular employment.
- To watch the pool area either in the guard's chair with the number one concern of protecting the members' safety in and around the pool area.
- To assertively enforce the pool rules pertaining to appropriate and safe behavior (i.e. use whistle or shout to halt such things as running, pushing, dunking, offensive language...)
- To maintain a clean, safe pool area- see checklist.
- Man the sign-in book at designated post.
- Attend staff meetings on a weekly basis.
- To assist in setting up for home swim meets. This includes checking that supplies are refilled in the bathrooms, the garbage cans have been emptied, and chairs are set up around the perimeter of the pool area, grounds are picked up and benches are moved into position for scoring.
- If on duty during a home swim meet, check bathrooms and garbage cans throughout the meet.
- Assist with clean up after a home swim meet.
- To interact with pool members- meeting people, communicating or clarifying safety rules; using the microphone to announce upcoming events or other member related information.
- To open or close the pool following a written checklist (on the clipboard in the office).
- To act under the direction of the pool manager or head lifeguard to perform additional work as requested.
- To share ideas or observations with the manager or head lifeguard.
- To record working hours on time sheets, signed off by either the head lifeguard or pool manager verifying time worked as well as to file appropriate paperwork (working papers, I-9, W-4) for the pool records.
- To proactively recognize and do necessary tasks as listed above.

- Participate in the training development program. This will consist of approximately 6 training sessions over the course of the summer.
- All guards must be in guard chair at all times even when no one is in the pool but playing in the pool area.