



## Nevada City Parks and Recreation Job Description - Aquatics HEAD LIFEGUARD/SWIM INSTRUCTOR

Under supervision of the Pool Manager, head lifeguards shall assist with training of new employees, ensure patron safety and protect lives and teach swim lessons. Applicants must possess the following current certifications: Lifeguarding/First Aid/CPR/AED.

### Typical job duties are:

- Conduct oneself in a professional manner
- Assist with training new employees on such things as daily tasks, emergency action plans, rescue drills, swim lesson instruction and completing paperwork
- Ensure patron safety during all hours of operation
- Assist with or respond appropriately to any emergency situation
- Swim Lesson instruction
- Completes swim lesson report cards in a timely manner
- Assist the Pool Manager when required
- Answers questions and inquires from the public
- Performs customer service that results in satisfied customers
- Cleans and maintains the aquatic facility
- Inform the Pool Manager when equipment is damaged or supplies are low
- Leads birthday party games with groups of up to 20 children
- Assist with all Parks & Recreation programs - as assigned

### Knowledge and abilities:

- Knowledge of the philosophy, objectives and requirements to provide a safe environment
- Must be versed in all the latest safety standards and information related to aquatics
- Ability to function effectively under direct supervision and develop working relationships with fellow city employees and the public
- Must be able to effectively communicate both verbally and in writing
- Ability to receive direction and follow written and oral instructions
- Ability to lead other employees
- Ability to give clear instructions
- Able to lift at least 40 lbs.
- Ability to remain calm in an emergency situation
- Able to perform rescue skills as demonstrated in the Lifeguard Manual
- Able to perform CPR for at least 15 minutes
- Able to perform first aid
- Able to bend, squat, lift and stretch as needed for job duties
- 2 years experience at our facility is desired
- Must be able to swim 500 yards & tread water for 2 minutes
- Other skills: reliability, dependability, creativity, and enthusiasm

### Other:

- Must be at least 16 years of age
- Employees may only request 7 days off from work during each summer season
- Pre-season & weekly in-service is mandatory (only 2 weekly trainings can be missed)
- Pay: \$13.75/hour