



YMCA of Cass and Clay Counties Job Description

Position Title: **Lifeguard**
Department: Aquatics
Classification: Non-Exempt
Supervisor: Aquatics Coordinator
YMCA Leadership Level: Leader
Background Check Level: 1
Revision Date: 2/20/19

Mission:

The YMCA of Cass and Clay Counties is a not-for-profit community service organization dedicated to enhancing the spirit, mind and body of all persons through quality leadership, programs, services and facilities.

Position Summary:

Under the supervision of the Aquatics Coordinator, this position maintains safe swimming conditions in the pool, deck, and surrounding areas. Create a safe and positive atmosphere that promotes member safety and engagement in accordance with YMCA policies and procedures.

Supervision of:

None

Qualifications:

Required Education, Certifications, Experience

1. At least 15 years old
2. American Red Cross Lifeguard Certification
3. CPR Certification for Adult, Child, and Infant for the Professional Rescuer (may not be an online course)
4. First Aid Certification

Other Important Skills and Abilities:

1. Positive, effective, calm and professional communication – verbally and written – with staff, children, parents and others – tailoring the communication style to the appropriate audience
2. The ability to work effectively with people of different backgrounds abilities, opinions and perceptions
3. Excellent customer service skills
4. Excellent attention span
5. Has a basic understanding of safety procedures

Essential Functions:

YMCA Competencies – **Leader:**

1. Mission Advancement:
 - Accepts and demonstrates the Y's values
 - Demonstrates a desire to serve others and fulfill community needs
 - Recruits volunteers and builds effective, supportive working relationships with them
 - Supports fundraising
2. Collaboration:
 - Works effectively with people of different backgrounds, abilities, opinions and perceptions
 - Builds rapport and relates well to others

- Seeks first to understand the other person's point of view and remains calm in challenging situations
 - Listens for understanding and meaning; speaks and writes effectively
 - Takes initiative to assist in developing others
3. Operational Effectiveness:
- Makes sound judgments, and transfers learning from one situation to another
 - Embraces new approaches and discovers ideas to create a better member experience
 - Establishes goals, clarifies tasks, plans work, and actively participates in meetings
 - Follows budgeting policies and procedures, and reports all financial irregularities immediately
 - Strives to meet or exceed goals and deliver a high-value experience for members
4. Personal Growth:
- Pursues self development that enhances job performance
 - Demonstrates an openness to change, and seeks opportunities in the change process
 - Accurately assesses personal feelings, strengths, and limitations and how they impact relationships
 - Has the functional and technical knowledge and skills required to perform well
 - Uses best practices and demonstrates up-to-date knowledge and skills in technology

Position Specific Competencies:

1. Maintains active surveillance of the pool area.
2. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures.
3. Knows, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area in a firm but positive manner. Maintains accurate records as required.
4. Checks the pool for hazardous conditions when arriving.
5. Ensures that the pool is never left unattended unless it is empty and all doors are locked
6. Records water and air quality measurements plus reports any possible abnormalities or problems
7. Is responsible for the knowledge and understanding of the Aquatics Department policies and procedures
8. Keeps the pool and pool areas clean and clear of any potential hazards
9. Informs the aquatics supervisor or maintenance personnel of any problems or necessary repairs
10. Is prepared to effectively communicate all YMCA rules and policies
11. Maintains communication with the Aquatics Director and Aquatics Coordinator
12. Exchanges resources and information with other fellow YMCA employees

Other:

1. Is on time and present for scheduled shift; when unable to work scheduled shift – informs supervisor per policy
2. Attends mandatory departmental meetings and training sessions as required
3. Maintains a neat and clean work area, free of hazards
4. Follows YMCA policies and departmental procedures
5. Follows all emergency and safety procedures
6. Wears name tag at all times
7. Other duties upon request by immediate supervisor

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an "undue hardship" on the employer.

- 67-100% of Shift: Sit in a chair; Stand and Walk; Seeing; Speaking, Hearing, Understanding the English Language; Reading & Writing the English Language; Exposure to excessive noise or vibration; Exposure to extreme temperature or humidity; Exposure to dust, gas, or fumes
- 34-66% of Shift:

- 6-33% of Shift: Twist; Swimming; Light grasping; Pushing or Pulling up to 50 lbs.; Lifting or Carrying up to 50 lbs.;
- 1-5% of Shift: Sit on the floor/ground; Bend; Kneel; Squat; Reach above head; Forceful grasping; Fine dexterity; Keyboard and Mouse use; Pushing or Pulling 51 to 100 lbs.; Lifting or Carrying 51 to 100 lbs.; Lifting overhead up to 50 lbs.; Working with chemical, explosive or burn hazards

*The YMCA of Cass and Clay Counties is an Equal Opportunity Employer.
We conduct a pre-employment criminal background check on all employees.*

Acknowledgement for receipt of Job Description:

I understand that the above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. I have received a copy of this Job Description and have read and understand its contents and by signing below am stating that I can perform this position with or without accommodations. If I feel that I need accommodations – I have attached information regarding this.

Employees Name (Please Print)	Date
Employee Signature	Date