

**TRUCKEE - DONNER RECREATION AND PARK DISTRICT
10046 CHURCH STREET, TRUCKEE, CA 96161**

**LIFEGUARD SUPERVISOR
(STEPS 8-9 ON THE LIFEGUARD PAY SCALE)**

SUMMARY DESCRIPTION

Under the general supervision of the Aquatics Coordinator, the Lifeguard Supervisor is responsible for the day to day operation of all aquatics programs and facilities. This position will be responsible for ensuring that all day to day job requirements are met for the senior lifeguard positions, the lifeguard position, and the swimming instructor position as well as acting in the capacity of all of these positions as required. This position will be responsible for doing or overseeing the completion of any jobs as requested by the Aquatics Coordinator or Recreation Superintendent.

DISTINGUISHING CHARACTERISTICS

The Lifeguard Supervisor position has two steps. A lifeguard supervisor will be hired at Step 8 on the lifeguard pay scale. When the Aquatics Coordinator, or other district management are unavailable the Lifeguard Supervisor will have the authority to make necessary decisions to assure smooth operation of all aquatic department programs. These positions, when open, will be filled by the most qualified persons available. Experience within T.D.R.P.D. programs is helpful but not required for the Lifeguard Supervisor.

A higher step on the pay scale does not necessarily represent a higher position of authority within the department.

Merit Increases are awarded annually, based on individual effort and performance.

This does not mean that Merit Increases are automatic.

SAMPLE DUTIES AND RESPONSIBILITIES

The Lifeguard Supervisor is responsible for assuring that all of the following duties are completed whenever necessary:

- 1) Insures all needed equipment is in proper working order and in it's proper place prior to opening the facility to the public.
- 2) Prevents accidents through the enforcement of policies, rules and regulations governing the conduct of persons at the District's aquatic facilities.

- 3) Keeps attentive lookout for accidents in the water or on the deck or diving board.
- 4) Enters the water to rescue persons in distress.
- 5) Resuscitates rescued bathers; administers first-aid to the injured.
- 6) Keeps aquatic areas clean and free of hazards, debris and trash.
- 7) Fills out accident or incident reports for any accident or incident which may occur, immediately, no matter how minor.
- 8) Uses good judgment in the enforcement of issues which may be a safety hazard even though there may not be a specific policy.
- 9) Properly fills out and turns in all required records and reports.
- 10) Makes self available to work as a fill-in when necessary to cover vacant shifts.
- 11) Is willing to teach swimming lessons as requested to do so.
- 13) Maintain an acceptable fitness level with respect to job requirements as required by T.D.R.P.D.
- 14) Works as a member of a team to assure that all responsibilities and departmental goals are successfully completed.
- 15) Attends any and all trainings or staff meetings as required.
- 16) Strives to attain a strong working relationship with the staff of other T.D.R.P.D. programs or departments in order to offer the best possible programs district wide.
- 17) Keeps District's facilities clean and presentable at all times.
- 18) Supervises other staff as required to assure successful completion of all departmental goals.
- 19) Anything else which may be requested by the Aquatics Coordinator of the Recreation Superintendent, or anything which may be necessary to assure safety and smooth program operation.

EMPLOYMENT STANDARDS

Knowledge of: Principles and practices of lifeguarding, first-aid and C.P.R. skills. The ability to supervise peers, friends, and subordinates on a regular basis.

Ability to: Deal pleasantly with the public; enforce all regulations concerning beaches and pools; pass all physical skills tests to current District standards.

Special Requirements: Must possess a current American Red Cross Lifeguard Training Certification, an A.R.C. Emergency Responder First Aid, and A.R.C. C.P.R. for the Professional Rescuer; or the equivalents.

and

An A.R.C. Water Safety Instructor Certification.

Education / Employment: Any combination of education and experience providing the required skills and knowledge for successful performance would be sufficient. Typical qualifications would be equivalent to:

- 1) Sufficient formal and informal education to insure ability to read and write at a level required for successful performance.

- 2) A minimum of 4 years of experience in aquatics; including pools, waterfront facilities and swimming lessons.

This Job Specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instruction, and perform any other related duties as may be required.

Name of Applicant: _____

Date Approved: _____

Revised: _____

Status: _____

Rate: _____