



Job Announcement

Head Lifeguard – Aquatic Center

Posting Date: 09/03/2019
Closing Date: 09/27/2019
Starting Date: 10/01/2019
Division: Recreation –Aquatic
Position Status: Part Time – nonexempt
Hours: Minimum 30 hours per week. Weekends and some weekdays; including early mornings and late evenings
Supervisor: Aquatic Program Administrator

Duties: The Head Lifeguard functions as the day-to-day shift manager with responsibility for customer services, pool safety, events, shift duties, supervision, evaluations, drills, training, operations, trouble shooting, first aid, emergency services, problem solving, reports, and other functions.

Wage: 12 step salary scale starting at \$18.26. Starting wage DOE

Benefits: Participation in the State Retirement Program, health benefits, long term disability and life insurance. Vacation and Sick leave accrual. Also, discount on most district classes and free pool pass while employed for employee and dependents.

To Apply: **A completed application and cover letter are required to apply.** Download the job description and application form at: <https://biparks.org/employment/> .

Background checks will be completed on anyone 18+ that is offered this position.

Send application and cover letter to:

Megan Plieli Aquatic Programs Manager
MeganP@biparks.org
7666 NE High School Road
Bainbridge Island, WA 98110

**Bainbridge Island Metropolitan Park & Recreation District
Equal Opportunity Employer**

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Head Lifeguard
Division: Recreation Services
Reports to: Aquatics Manager
Position Status: Regular Part-Time – Non-exempt

JOB SUMMARY

The Head Lifeguard functions as the day-to-day shift manager with responsibility for customer services, pool safety, events, shift duties, supervision, evaluations, drills, training, operations, trouble shooting, first aid, emergency services, problem solving, reports, and other functions. The position functions as a first responder in emergencies, represents the District to community and event groups, is a working supervisor and may perform general lifeguard and instructor duties, and also assists in water testing, pool maintenance, record keeping, and start-up or closing routines. The Head Lifeguard also attends senior pool staff meetings and assists in workshops, functions, and activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Perform day-to-day planning and scheduling, in conjunction with supervisory personnel, for lifeguard services, new programs, events, and other activities, and participate in team and other meetings and workshops.
2. Lead, schedule, and supervise lifeguards, contract instructors, or other service providers.
3. Organize and perform lifeguard and swim instruction and coaching.
4. Assist with training and orientation of new lifeguards and instructors regarding pool procedures, forms, and programs, and serve as resource on day-to-day activities.
5. Function, with the duty lifeguard, as a first responder in emergency services. Monitor and inspect lifeguard services, classes, events, and equipment operations, safety, and compliance with regulatory standards.
6. Assist in accident investigations, program safety reports, and quality assurance.
7. Promote and assist in publicizing recreation programs and perform duties such as providing input on District brochures or meeting with event hosts and groups.
8. Assist in developing new programs, clubs, and services and serve as a bridge or liaison on behalf of the District to participants, interested persons, recreation resources, and other persons.

ASSOCIATED JOB FUNCTIONS

- Attend various continuing education meetings, seminars, and workshops.
- Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- Equivalent to two years supervisory and lifeguard related experience with customer service, safety, training, reports, multi-tasking, and maintenance support.
- Requires high school education, or equivalent experience and training supplemented with continuing education workshops.
- Requires current Water Safety Instructor (WSI), Lifeguard Instructor Training, Waterpark and head lifeguard endorsements, Automated External Defibrillator (AED) Certification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, organize, and troubleshoot daily pool operations, services, and safety of public recreation programs.
- Knowledge and physical ability to teach current lifeguard and swim programs.
- Developing knowledge of recreational services such as aquatics programs and ability to assist in program planning including program services and facility administration.
- Ability to effectively perform recreational services communications and publicity functions.
- Knowledge of and ability to implement trends and practices in recreational services, aquatics, supervision, and community needs and interests.
- Ability to assist in leading others to common goals and to work cooperatively with other employees, division and department heads, and the public.
- Ability to accept direction for professional/departmental improvement.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to effectively supervise diverse work activities of colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to assist in preparing and presenting clear and concise aquatic service program plans and reports using applicable software as needed.

WORK ENVIRONMENT AND PHYSICAL EFFORT

Work is performed in an aquatics and office environment and requires occasional evening shifts, meetings, and weekend duties, the ability to lead and perform supervising lifeguard and recreation services and stand for extended periods of time, as well as hand eye coordination and manipulation skills to operate computers and office equipment or perform supervising lifeguard duties.

Equal Opportunity Employer - Americans with Disabilities Act

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the District and Employee and is subject to change as the needs of the District and requirements of the job change.