



**City of Laguna Niguel
Job Description**

LIFEGUARD INSTRUCTOR PT
Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Supervise swimming pool and related areas; conduct swimming lessons; warn swimmers of water hazards; enforce park regulations and policy.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Supervisor.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Perform rescue work and resuscitation.
- ◆ Plan and conduct swimming lessons for ages 6 months to adult.
- ◆ Administer First Aid and file related reports.
- ◆ Secure equipment and supplies.
- ◆ Greet swimmers.
- ◆ Collect fees; sell and issue pool passes; maintain related records.
- ◆ May assist staff at special events.
- ◆ May answer phones and take messages.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Rescue methods as defined by the American Red Cross or YMCA.
- ◆ Equipment used in pool maintenance.
- ◆ Methods for keeping water and surrounding areas safe for public use.
- ◆ American Red Cross procedures and programs.
- ◆ Teaching methods as defined by the American Red Cross Water Safety Instructor Program.

Ability to:

- ◆ Swim freestyle, butterfly, breaststroke, backstroke, sidestroke, and elementary backstroke very proficiently.
- ◆ Dive in to the pool head first in 9 feet or deeper water.
- ◆ Complete student progress reports.
- ◆ Maintain safety and order in a swimming pool facility.
- ◆ Effectively warn patrons of safety hazards.
- ◆ Communicate clearly and concisely, both orally and in writing.

- ◆ Learn and understand park rules and regulations
- ◆ Activate and follow emergency procedures.
- ◆ Communicate with the public in a professional and courteous manner.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Make change and write receipts.
- ◆ Learn to operate a cash register and/or computer system.
- ◆ Participate in maintenance work.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year of lifeguard experience in a swimming pool facility working with children and/or adults. Some experience working with children and/or adults in a teaching environment.

Equivalent to completion of the ninth grade supplemented by specialized training in First Aid, CPR, lifeguard training, and water safety instruction. Completed American Red Cross Water Safety Instructor Training, or equivalent. Ability to obtain a work permit, if required.

Licenses:

Possession of, or ability to obtain prior to hire, First Aid, Lifeguard Training, CPR for the Professional, and Water Safety Instruction certificates.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.