
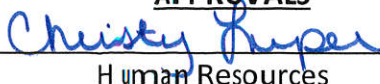



**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Seasonal Lifeguard/Swim Instructor	DEPARTMENT: Parks and Recreation
RANGE: 18	DIVISION: Recreation
EFFECTIVE DATE:	REVISION DATE: 02/16
Exempt	

APPROVALS

 Department	 Human Resources	 City Manager
---	--	---

PURPOSE OF POSITION:

Observe and provide for participant safety at aquatic facility through lifeguarding; explain and enforce rules; administer first aid, artificial respiration and CPR; maintenance and cleaning; and accurate record keeping. Position will also perform the duties of Water Safety Instructor by teaching swimming and water safety skills to children and adults. This position reports directly to the Aquatics Manager.

ESSENTIAL JOB FUNCTIONS:

- Observe patrons on the deck and in the water to ensure safety and prevent accidents.
- Provide first aid, CPR, and/or pool rescue skills as needed.
- Answer patron questions and concerns.
- Instruct swim lessons according to the American Red Cross Learn to Swim Program.
- Clean and maintain pool area to include decks, pool, locker rooms, office and entryway.
- Prepare and submit appropriate paperwork and reports as required by the Recreation Supervisor.
- Report concerns to the Aquatic Manager and/or Recreation Supervisor.
- Attend applicable City of Stillwater Parks and Recreation Department orientation and trainings.
- Accommodate a flexible schedule which may include day, evenings, weekends and holidays.
- Perform other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED:

- Knowledge of American Red Cross Lifeguard program and Learn to Swim program.
- Knowledge of American Red Cross CPR/First Aid.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.
- American Red Cross Lifeguard Training Certification.
- American Red Cross Water Safety Instructor Certification.
- American Red Cross CPR for the Professional Rescuer (2 person CPR) Certification.
- American Red Cross First Aid Certification.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED:

- Knowledge of and ability to demonstrate skill of program being taught.
- Ability to communicate clearly and concisely.
- Knowledge of safety procedures concerning blood borne pathogens, communicable diseases and universal precautions.
- Knowledge of the proper use of safety equipment to include fire extinguishers, cleaning equipment, and minor tools.

PHYSICAL/MENTAL REQUIREMENTS:

- Must have dexterity to operate a variety of recreational equipment.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS:

- Exposure to walking/tripping hazards in the field.
- May be called upon to perform in all types of weather.

JOB LOCATION:

- Parks and Recreation Department Aquatic Facility.

Employee Signature: _____

Date: _____