



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **FERGUS FALLS YMCA JOB DESCRIPTION**

Job Title: **LifeGuard**

Classification: Non-Exempt, Part-time

Reports to: Aquatics Coordinator

Revision Date: 3/2017

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**POSITION SUMMARY:** Under the direction of the Aquatics Coordinator and in the accordance with the goals and objectives of the Fergus Falls Area Family YMCA, lifeguards will supervise the aquatic area to prevent accidents, assist in rescues and keep the area and facilities clean. In addition he/she is to aid the Fergus Falls Area Family YMCA in fulfilling our mission to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### **ESSENTIAL FUNCTIONS:**

- Develop meaningful relationships with parents, youth, and other YMCA staff.
- Committed to the mission and goals of the YMCA.
- Ability to recognize potentially hazardous conditions and take action to remedy any dangerous situations.
- Ability to work under limited supervision either independently and as part of a team.
- Ability to relate to children and adults in a professional and caring manner.
- Complete all required employment records including time records in an honest and timely manner.
- Be on deck and prepared to work at the scheduled time.
- Inspect pool area daily for availability of rescue equipment, hazardous or unsafe conditions and report conditions to Aquatic Director or maintenance department immediately.
- Know, understand and follow all rules, and policies and chain of command of the YMCA.
- Know and review all emergency procedures.
- Maintain current certification at all times including CPR for the Professional Rescuer, First Aid, and Lifeguard Training.
- Maintain a professional appearance and attitude at all times.
- Maintain constant surveillance, watching for individuals needing assistance and aid swimmers when necessary.
- Maintain crowd control in swimming and laps areas.
- Wear proper uniform at all times while on duty: swim suit, staff lifeguard shirt, rescue tube, fanny pack, and whistle.
- Enforce all aquatic center rules and the pool schedule and communicate with swimmers regarding the scheduled use of the pool.
- Respond to emergency situations immediately and perform all duties to the level of training received when certified as a lifeguard.
- Perform first aid when necessary. Complete paperwork, including incident reports, immediately after taking action. Record all actions taken. Inform the Aquatics Director of all rescues and major accidents immediately.
- Attend all aquatic and lifeguard meetings, debriefings, trainings, in-service and monthly staff meetings are MANDATORY. Notify the Aquatic Director if unable to attend. It is your responsibility to set up a time to make-up the in-service within 2 weeks of the missed in-service. It is possible that you may be written up for missing mandatory meetings.
- Communicate with supervisor and management staff in an open and timely manner regarding pool or membership issues.
- Work all scheduled shifts or obtain a qualified substitute; complete sub form.
- Keep aquatic facility clean, including picking up and putting away equipment as well as completing daily cleaning tasks.

- Test water quality as needed. Alert the Building and Grounds Director, Supervisor, or Building Supervisor if chlorine, PH, or temperatures are out of normal range.

### **YMCA COMPETENCIES:**

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 fund-raising.

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.

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.

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.

### **SKILLS & QUALIFICATIONS:**

- Lifeguards will create a safe and enjoyable atmosphere to give members a sense of belonging.
- Lifeguards must be reliable, courteous and ready to act.
- Lifeguards must demonstrate the core values of YMCA's Character Development: caring, honesty, respect and responsibility.
- Lifeguards must have their current YMCA or American Red Cross Lifeguard certification, CPR for the Professional Rescuer, and standard First Aid.
- Experience preferred but not necessary.

### **PHYSICAL DEMANDS:**

- Remain alert, in a warm environment.
- Sit and stand for extended periods, including in an elevated chair.
- Hear noise and distress signals.
- Perform all rescues and survival skills.
- Be able to perform strenuous physical tasks necessary for a water rescue such as: swimming quickly, supporting adult bodyweight while swimming as far as 50 feet, removing adult bodyweight from the pool.
- Tolerate extended sun exposure.

### **GENERAL Y BUSINESS:**

- Participate as a team player.
- Effectively communicate the mission, vision, and values of the YMCA to everyone.
- Basic knowledge of all programs and their functions.
- Must follow the policies set forth in the Employee Handbook.
- All other duties as assigned.

*Disclaimer: The above statements are intended to describe the general nature and level of work performed by the employee for this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and skills required of the*

*employee assigned to this job. The job description does not constitute an employment agreement between the Fergus Falls Area Family YMCA and the employee and is subject to change by the Fergus Falls Area Family YMCA as the needs of the association and requirements of the job change.*

I have read and understand my responsibilities as outlined in this job description.

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Employee Printed Name

Date

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Employee Signature

Date