



**Glenshire Devonshire Residents' Association  
(GDRA)  
Job Description**

**Job Title:** Lifeguard  
**Reports To:** Pool Manager  
**Status:** Non-exempt/Seasonal/Part-time  
**Hours:** 20 - 30 hours per week  
**Pay Range:** \$14.00 - \$17.00 per hour (DOE)  
**Prepared Date:** 5/12/2021

**SUMMARY**

The Lifeguard's primary responsibility is for the prevention of accidents in and around the Association's aquatic facility. The lifeguard is responsible for responding to any accidents or incidents while working in the capacity of a lifeguard. Additional responsibilities include keeping all aquatic facilities clean and free of hazards, debris and trash, taking basic care of and keeping all equipment in proper working order, enforcing pool and clubhouse rules and regulations, doing all necessary paperwork and performing any work as requested by their direct or indirect supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensures all needed equipment is in proper working order and in its proper place prior to opening and closing facilities.
- Ensures proper pool water chemistry by checking and monitoring pool water before opening and throughout the day.
- Prevents accidents through the enforcement of Association policies, rules and regulations, governing the conduct of membership and guests at the pool and clubhouse.
- Keeps attentive lookout for accidents in the water, on the deck, on and around the diving board and clubhouse grounds.
- Uses proper techniques to rescue persons in distress including entering into the water.
- Resuscitate rescued swimmers and administer first-aid to the injured.
- Fills out all accident or incident reports immediately.
- Keeps the pool area and bathrooms clean and free of hazards, debris and trash.
- Properly fills out daily/hourly required facility records and reports.
- Remains flexible to fill in for vacant shifts.
- Attends all training and meetings as required.
- Works as a team member to assure all responsibilities and Association goals are achieved.

## **QUALIFICATIONS**

- Ability to interact with others in a professional and respectful manner.
- Ability to properly dress for the position.
- Ability to understand Association rules and regulations.
- Must be capable of speaking and writing in English, as this position will interface with owners and visitors.
- General math skills.
- Ability to determine next level involvement for problem resolution.
- Basic computer and internet knowledge.
- Prefer landscape maintenance experience.
- Ability to follow oral and written directions, keep accurate records, fill out logs and inspection forms, and perform other similar administrative functions.
- Ability to think and work independently as well as part of a team.

## **MINIMUM REQUIRED PHYSICAL SKILLS**

- Swim 500 yards continuously using each of the following strokes for at least 50 yards: crawl, breaststroke, elementary backstroke and sidestroke.
- Surface dive to a minimum of six feet and retrieve a 10 pound swimming brick to the side of the pool.
- Surface dive to a minimum of five feet and swim under water for at least fifteen yards.
- Tread water for three minutes.
- Run 25 Yards in less than 8 seconds.
- Remove and cover the pool with a thermal blanket.

## **REQUIRED CERTIFICATION**

- Current American Red Cross Lifeguard Training Certificate or equivalent experience.
- Current American Red Cross CPR and First-Aid or equivalent.
- Training and certification may be available. Please inquire.

## **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 regularly required to communicate. The employee frequently is required to remain stationary; move; and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms; ascend, descend or balance; and position self to access files/equipment, etc., walk, kneel, crouch, climb, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 is frequently exposed to moving mechanical parts, outside weather conditions and unmarked obstacles on the ground. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_/\_\_\_\_\_  
EMPLOYEE SIGNATURE                      DATE