

**GLENSHIRE/DEVONSHIRE RESIDENTS' ASSOCIATION ("GDRA" or "Association")
JOB DESCRIPTION**

Job Title: Head Lifeguard

Work Location: 15726 Glenshire Drive, Truckee, CA

Division/Department: Facilities

Reports to: GDRA Facilities Manager

Full-time

Part-time/seasonal

Exempt

Nonexempt

This is a part-time, seasonal, non-exempt position. Normal business hours at GDRA are between 8 AM and 6 PM Monday through Friday. The position is anticipated to work between 20 - 30 hours per week, and the anticipated schedule will be Monday through Sunday, some weekends between and 8AM and 7 PM. There will be an introductory orientation period of one month. However, employment at GDRA is "at-will" which means that GDRA or the employee may terminate the employment relationship at any time with or without notice, and with or without cause.

Summary Re: Purpose of Position:

The Head Lifeguard's primary responsibility is for the prevention of accidents in and around the Association's aquatic facility. Under supervision, the Head Lifeguard will supervise, train, schedule and evaluate the staff assigned to the pool facility; perform lifeguard and related duties, provide swimming instruction, manage the operation of pool facilities and perform other duties as required.

The Lifeguard's duties/decisions will be performed to reflect the GDRA Guiding Principles:

- Maintain and improve all common areas and facilities.
- Maintain and improve safety.
- Protect the Association's natural environment.
- Promote healthy living and connectivity.
- Foster an engaged, connected membership.
- Encourage a diverse community that supports the current quality of life at GDRA.

Essential Duties and Responsibilities:

- Supervise, organize, motivate, assist with hiring, schedule and evaluate the staff.
- Insure that safety standards, sanitary requirements and regulations are enforced.
- Prepare and maintain routine reports on staff and operations.
- Prepare staff schedules.
- Supervise the care and maintenance of swim lesson and lifesaving equipment.
- Inventory equipment and supplies.
- Enforce water safety rules and regulations.
- Perform rescues.
- Perform first aid and resuscitation.
- Fills out all accident or incident reports immediately.
- Act as a liaison between the public, staff, and office personnel.
- Suggest program improvements.
- Provide swim lessons and/or train staff to provide lessons.
- Assist in supervising routine maintenance.
- Plan and facilitate staff meetings and in-service training.

- Remains flexible to help fill in for vacant shifts.
- Manage registration and general daily functions of an aquatics facility.
- Notify supervisors of disturbances, emergencies and staff performance problems.
- Open and close swimming facilities.
- Other similar duties as assigned.

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.

Essential Physical Requirements of Position:

- Stand for extended periods of time;
- Remain stationary for extended periods of time;
- Move and use hands to finger, handle or feel;
- Frequently required to reach with hands and arms, ascend, descend or balance and position self to access files/equipment, etc.
- Frequently required to walk, kneel, crouch, climb or crawl and taste or smell;
- Frequently lift and/or move up to 25 pounds;
- Occasionally lift and/or move heavy objects of up to 75 pounds;
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

****NOTE:** If an applicant or employee has a qualifying disability or medical condition that affects his/her ability to perform the essential duties and requirements of this position, the individual should promptly advise the Facilities Manager and the Association will engage in the interactive process with the individual to determine if a reasonable accommodation exists to help him/her perform the essential duties and requirements and, if so, whether it can be provided by the Association without creating an undue hardship for GDRA. The Association may require medical documentation supporting from the individual's health care provider to support a request for reasonable accommodation.

Working Conditions:

This position is primarily an outdoor position. Work is performed in a variety of environmental conditions, with exposure to outdoor temperatures, weather variations, traffic and equipment noise, equipment vibrations, vehicle and/or chemical fumes, chemicals such as cleaning solvents and grease, machinery and their moving parts and dust. The noise level in the work environment is usually moderate.

Education, Work Experience, 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.
- Proficiency in speaking and writing in English, as this position will interface with members and guests.
- General math skills.
- Good judgment and the ability to determine when it is appropriate to involve the manager for problem

resolution.

- Basic computer and internet knowledge.
- 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.

Job Description Reviewed and Approved on:

Signature of Facilities Manager:

Job Description Received and Reviewed by Employee on:

Employee's Signature:
