

Head Lifeguard

Job Description & Responsibilities

Position Purpose:

The Head Lifeguard is responsible for supporting the safe and effective daily operation of the Atkinson Pool and providing lead-level oversight of lifeguard staff. The position performs lifeguarding duties, enforces pool rules, responds to aquatic and facility emergencies, assists with water quality monitoring, and helps maintain a safe, clean, professional, and welcoming aquatic environment for patrons and staff.

Supervision:

Performs responsible aquatic safety and facility support duties requiring sound judgment, initiative, and the ability to respond independently to routine and emergency situations within established policies and procedures. As a senior member of the lifeguard team, the Head Lifeguard assists Aquatics management with maintaining appropriate staff coverage, reinforcing performance and safety expectations, coordinating daily lifeguard activities, and identifying operational or safety concerns requiring management attention.

Supervision Received:

Works under the general supervision of the Aquatics Manager and direct supervision of the Aquatics Supervisors. Work is performed with increasing independence in accordance with established departmental policies, pool rules, aquatic safety standards, emergency action plans, and operating procedures.

Supervision Given:

Provides functional and lead-level supervision to lifeguards and other assigned seasonal or part-time aquatic staff on the pool deck. Provides direction during daily operations, assists with staff orientation and training, reinforces established policies, procedures, and communicates safety, or operational concerns to the Aquatics Supervisors or Aquatics Manager. Does not independently exercise formal hiring, discipline, or termination authority unless specifically delegated.

Job Environment:

Work is performed primarily on the indoor pool deck and within the aquatic facility, with administrative duties performed in the pool office. The position works in a warm, humid, and frequently noisy environment and is regularly exposed to pool water and chemicals associated with the operation of an aquatic facility.

Work requires prolonged periods of standing, walking, and active surveillance and the physical ability to enter the water and perform rescues, first aid, CPR, and other emergency response functions. The position requires regular interaction with patrons of all ages, staff, instructors, contractors, and other Town employees.

Work schedules may include early mornings, evenings, weekends, holidays, and other hours based on facility operations and programming needs.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides active surveillance of the swimming pool and dive well and takes immediate action to protect the health and safety of patrons.
- Performs water rescues, first aid, CPR/AED, and other emergency response functions within the scope of required certifications and training.
- Provides lead-level oversight and direction to lifeguards during assigned shifts and supports Aquatics Supervisors in maintaining safe and effective daily operations.
- Enforces pool rules, safety standards, and departmental policies consistently and professionally and assists in addressing patron safety and behavioral concerns.
- Assists with the orientation, training, mentoring, and ongoing development of lifeguard staff.
- Participates in and assists with regular lifeguard in-service training, emergency drills, rescue skills practice, and staff safety education.
- Monitors lifeguard performance, positioning, attentiveness, rotation, and adherence to established safety procedures and promptly communicates concerns to an Aquatics Supervisor or Aquatics Manager.
- Responds to injuries, emergencies, and facility incidents; assists with activation of emergency procedures and ensures incidents are promptly communicated to supervisory staff and appropriately documented.
- Performs scheduled pool and dive well water quality testing in accordance with established procedures and promptly reports readings outside established operating parameters.
- Maintains accurate operational, safety, water quality, and incident records as assigned.
- Assists with opening and closing procedures and routine facility safety inspections.
- Assists with maintaining the pool deck, aquatic equipment, and associated areas in a clean, sanitary, organized, and hazard-free condition.
- Assists swimmers with lane selection and provides courteous, professional customer service to patrons.
- Supports aquatic programs, swim lessons, community swim events, and other departmental activities, including equipment and facility setup as necessary.
- Communicates relevant operational, safety, patron, and facility information during shift changes to ensure continuity of operations.

- Identifies and promptly reports unsafe conditions, equipment concerns, maintenance needs, and other operational issues.

Performs related duties as assigned.

Recommended Minimum Qualifications:

High school diploma or equivalent. Previous lifeguarding experience is required. Experience providing lead-level direction, training, or supervision in an aquatic environment is preferred.

An equivalent combination of education, training, certification, and experience that demonstrates the ability to successfully perform the essential functions of the position may be considered.

Special Requirements:

Must possess and maintain current nationally recognized Lifeguard Certification, including current CPR/AED and First Aid certification appropriate for professional rescuers.

Must maintain all certifications required by the Town for assigned aquatic safety responsibilities and successfully participate in required in-service training, emergency drills, and skills evaluations.

Additional aquatic safety, instructor, or pool operations certifications may be required or preferred based upon departmental needs.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of lifeguarding principles and practices, aquatic safety, water rescue techniques, CPR/AED and first aid, emergency action procedures, patron surveillance, and swimming pool rules and operations. General knowledge of pool water quality testing and aquatic facility safety practices.

Ability: Ability to maintain continuous and effective patron surveillance; recognize and respond rapidly to aquatic and medical emergencies; perform required rescue and emergency response skills; provide effective direction to lifeguard staff; enforce rules professionally and consistently; identify unsafe conditions; maintain accurate records; communicate effectively with staff, supervisors, and the public; and exercise sound judgment in routine and emergency situations.

Skill: Strong lifeguarding, swimming, rescue, emergency response, communication, customer service, leadership, and interpersonal skills. Skill in providing constructive direction and training to lifeguard staff and maintaining composure and professionalism during emergencies, conflicts, and other high-pressure situations.

Physical Requirements:

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.

Required to swim for extended periods of time; must be able to perform all water lifesaving techniques on adults and children. Regularly required to stand, walk, talk, hear, crouch, stoop, and sit; must be able to manipulate objects, tools, or controls, and common office/pool objects. May spend a large portion of shift swimming, standing and/or walking. Frequently lifts and/or moves objects weighing approximately 30 to 60 pounds such as equipment, supplies, and chemicals. Moderate physical effort occasionally required to perform emergency lifesaving efforts. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)