

Lifeguard Job Description

Requirements:

- Be 15 years or older
- Have a current American Red Cross Lifeguard certification, or be in the process of getting it
- Have an understanding of Sleepy Hollow pool rules, hours, general membership policies and guest fees.
- Have good decision-making capabilities
- Have good communication skills
- Be able to decide when to act in an emergency
- Be able to take initiative on the pool deck
- Be punctual
- Be able to stay focused while working (no phone use or excessive socializing)
- Be able to manage work schedule. (i.e. showing up to scheduled shifts or finding your own coverage when necessary)
- Keep the locker rooms and pool area clean
- Clean up after pool incidents in the pool or on deck
- Be able to remove and replace pool cover
- Provide good customer service to all patrons who arrive at the facility

The job of lifeguard has four key components:

1. Ensure safety in and around the pool. Apply knowledge and skills from lifeguard and first aid training to keep pool users safe in the water and on the pool deck. Prevention of accidents is better than dramatic rescues. Be focused and alert at all times.
2. Strive for a pleasing experience for all pool users and visitors. Explain and educate before criticizing whenever possible (safety is #1). Be responsive, attentive, and courteous to children and parents, but avoid taking focus away from swimmers in the pool.
3. Provide basic first aid to the full extent of your training to anyone on the site who has an injury. Know what first aid supplies are on hand and be able to use them appropriately. Be professional and compassionate. Obtain parental permission if the parent is present and time permits, but act with knowledge to give necessary aid. Never give oral pain medication without a parent or guardian's position.
4. Keep the pool, pool deck, lawns, snack bar area, and locker rooms neat and fully supplied. Guards not needed in the chair or on the pool deck are responsible for picking up trash, emptying trash bins, checking the locker rooms for cleanliness and toilet supplies. Squeegee or sweep puddling water into drains, or soak up with a heavy towel as needed. Report plumbing problems or unusual dirtiness, signs of misbehavior, to the Head Guard or Guard Manager.

Additionally:

- Keep your uniform provided clean and wear it to all work shifts.
- Expect to be asked to work some weekends Memorial Day through Labor Day, and if possible through September
- Expect to be asked to work some weekday afternoons in August after school starts, through Labor Day.
- Notify Guard Manager at least 30 days before a planned absence, such as a tournament or family trip.

What to Expect

Work Schedules:

Schedules are established to have:

- At least 2 guards on duty at all times, one of whom will be a designated and experienced Head Guard
 - A third guard is on duty during peak hours 2pm to 6pm daily.
 - 3 or 4 guards on duty for some evening social events and July 4th
 - During a work shift, you are on duty the entire time. To the extent that if you are needed due to crowding or an emergency, you must be available. In the absence of unusual crowding or an emergency, staffing levels allow for a rotation of 40 minutes per hour with eyes on the pool, 10 minutes cleaning or supplying areas and emptying trash as needed, and 10 minutes to refresh. When working a 6 or 8 hour shift, take more time to refresh, having a snack/ lunch on site (taken from cleaning time).
- Opening
 - Two guards on duty, arrive 15-20 minutes before opening time in order to:
 - Unlock locker room doors
 - Unlock guard office door and take our lifesaving equipment
 - Unlock side gate and remove pool covers
 - Remove lane lines, leaving the two on the south side (away from the steps) for lap swimmers
 - Set up chair umbrellas and deploy safety equipment.
 - Unlock and open main gate. (store lock in locked position on the gate)
 - Closing
 - Ensure everyone is safely out of the pool and preparing to leave.
 - Lifeguards are NOT to come down from the lifeguard stand and/or look away from the pool until the pool is completely empty. Additionally, they are not to leave the pool deck until all patrons have cleared the deck.
 - Cover the pool.
 - Ensure everyone is out of the pool area.
 - Close and lock the main gate.
 - Stow umbrellas and safety equipment (currently in the Guard office)

- Check that everyone is out of the locker rooms, do a quick clean up and resupply as needed, close and lock locker rooms doors.
 - Lock the Guard Office (be sure snacks and cash box, ipads, etc. are in the Guard office or in the safe).
 - If the site is closed except for the pool, check to be sure all doors are locked.
 - Lock the entry gate as you leave.
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- Head Guards
 - Will have a Master Key.
 - Are responsible for coaching/mentoring new or less experienced Guards.
 - Are responsible for decisions made on their shift and for reporting those decisions promptly to the Guard Manager (e.g., clear the pool, complete injury incident report, complete fecal incident report, remove lap lanes, refer to Guard Manager any complaints, membership questions you were unable to answer or that should be clarified, maintenance needs, etc.)
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- Experienced Guards
 - Can serve as Shift Leaders in place of a Head Guard if assigned by the Guard Manager.
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- New Guards
 - Perform the duties of the position and work as a team with other shift members.