

Seward County Community College
Structured Compensation - Job Description
Lifeguard

Data Year: 2017

Prepared On: 11/10/2017

Department:	Wellness	Grade:	3
Reports To:	Director of Wellness	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Director of Wellness	Effective Date:	05/07/2008
		Revised Date:	05/07/2008

Role:

Ensures the safety of patrons of the natatorium (indoor pool) facility by preventing and responding to emergencies. Assists in the operations of the front desk and wellness center while not in the natatorium.

Essential Functions & Responsibilities:

- E 50% Provides preventative lifeguarding techniques ensuring patron safety.
- E 50% Assists supervisors with the operations of the front desk and wellness center.

Performance Measurements:

1. To provide preventive lifeguarding techniques ensuring patron safety.
2. To react calmly and effectively in emergency situations.
3. To present a professional appearance and attitude at all times, and maintains a high standard of customer service.
4. To be on time to all scheduled and organized work assignments.
5. To attend all staff in-service meetings and special events.
6. To accurately assist patrons in completing departmental and administrative paperwork.
7. To accurately reconcile and prepare daily receipts for deposit.
8. To perform other duties as assigned by the supervisor.

Knowledge and Skills:

- | | |
|-----------------------|---|
| Experience | One year of lifeguarding preferred. |
| Education | Required certification upon hire or must obtain certification within 30 days of employment (training provided): American Red Cross Lifeguarding and First Aid or equivalent preferred and American Red Cross CPR. |
| Interpersonal Skills | Normal courtesy and tact. May involve motivating or influencing others. |
| Other Skills | Ability to follow routine verbal and written instructions. Skill in applying of lifeguard surveillance and rescue techniques. Ability to assist patrons with departmental and administrative paperwork. |
| Physical Requirements | |

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Work Environment

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature