

**TITLE: Lifeguard**

Department: Recreation, Aquatics

Reports To: Aquatics Program Manager

**I. Job Summary:**

This position is located in the Recreation Division. The mission of the Recreation Division is to provide children, youth, adults, and senior citizens with the opportunity to participate in programs and activities that promote health, wellness, positive interaction, development of social skills and appropriate behavior, and a commitment to community development. The Recreation Division is divided into three Departments: (1) Youth Activities Department; (2) Adult Activities Department; and (3) Facilities Departments.

The focused mission of the Pool Department is to provide youth and adults in the community with opportunities for public swim, water safety and learning how to swim. Additionally, the Pool Department is focused on providing an opportunity for swimmers to pursue competitive and recreational aquatic sports & activities in conjunction with positive mentoring regarding healthy lifestyle choices (exercise, staying away from drugs, alcohol and smoking, etc.), goal setting and community service.

Parent and community participation in helping to coordinate and mentor youth is encouraged and training on how to effectively work with these youth is provided on an as needed basis to volunteer coaches, parents/guardians, and staff.

The Lifeguard assists the Recreation Division Director with representing Palama Settlement in the community, organizing community events centered on pool activities and other related duties.

**II. Essential Duties:****A. Lifeguard Duties**

- Perform lifeguard duties during regularly scheduled pool hours, as agreed upon by the Recreation Division Director.
- Provide supervision of all pool users at all times to ensure that the pool rules are abided, and safety is maintained.
- Maintain current CPR, First Aid, Lifeguard and WSI certification.

**B. Pool and Locker Room Maintenance**

- Test and accurately record the daily levels of the swimming pool's pH and chlorine levels.
- Notify the Recreation Division Director of any discrepancy and/or concern in the pH and chlorine levels.
- Assist in keeping the pool and surrounding areas clean. This includes the pool deck, office area, locker room and shower area.
- Regularly evaluate the safety conditions in and around the pool and report any concerns to the Recreation Division Director.
- Ensures that all pool equipment's are locked and secured.
- Opens and/or closes facility following proper security procedures.

**C. Administrative/Office Duties**

- Maintain daily log of users of the pool (sign in sheet).
- Maintain daily record of the pool's pH and chlorine levels.
- Assist with the completion of incident reports on any youth or adult who accesses the pool facilities and/or programs and submit to the Recreation Division Director and Executive Director for review and action (as needed).

**D. Public Relations**

- Assist the Agency with developing and distributing promotional materials such as flyers, brochures/pamphlets, and updated newsletters regarding the Pool Department's activities and opportunities for youth and adult involvement.

- At all times during work hours, considered to be a representative of Palama Settlement with the responsibility to conduct yourself in an appropriate manner that positively reflects on the Agency and the work that we do.
- E. Mandated Reporter
- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.
- F. Other Duties
- Other duties as may be assigned

### III. Working Conditions:

- A. Nature of supervisory Controls Exercised Over the Position:
- Assistance Provided: The employee takes care of all work activities independently but is expected to inform the supervisor when unforeseen events and circumstances require significant changes.
  - Review of Work: The supervisor will check the accuracy of individual work assignments as needed. In addition, the supervisor will check on the progress of major work projects and/or assignments on a quarterly basis.

### IV. Qualification Requirements:

- A. Minimum Requirements
- Provide proof of completion of an American Red Cross or YMCA Lifeguard Training Class.
  - At least 1 year working with at-risk youth and adults in sports and/or recreational type of program.
  - High School diploma.
  - Ability to work afternoons/evenings and weekends (as needed).
  - Proficiency in the use of computers, word processing, data tracking and relevant software.
  - Written and verbal communication skills.
- B. *Desirable:*
- Bachelor's degree or extensive course work in a sports related field.
  - Knowledge, skills, and abilities in the areas of cultural competency, family-centered, community-based empowerment and improvement.
  - Experience in community outreach and public speaking.

### V. Additional Requirements: (certifications, driver's license, etc. – if applicable)

- A. Current Lifeguarding with CPR/AED for Professional Rescuers and First Aid Certification
- B. Possess a current, valid drivers' license
- C. Criminal background clearance
- Hawaii Criminal Justice Data Center
  - National Sex Offender Public Registry
  - National Criminal History Database