

CARMEL CLAY BOARD OF PARKS & RECREATION

POSITION DESCRIPTION

APPLY: www.carmelclayparks.com/employment

POSITION TITLE: LIFEGUARD
DIVISION: MONON COMMUNITY CENTER
REPORTS TO: RECREATION SERVICES MANAGER: OPERATIONS & AQUATICS
FLSA STATUS: NON-EXEMPT - \$10.00-\$11.50 PER HOUR

Organization Information

Carmel Clay Parks & Recreation (CCPR) holds the Gold Medal Award for Excellence in Park and Recreation Management by the American Academy for Park and Recreation Administration (AAPRA) in partnership with the National Recreation and Park Association (NRPA) for parks serving populations of 75,001 to 150,000. As an accredited agency, the department serves the recreation, fitness, and nature needs of the community, manages and develops existing spaces and resources and creates a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 park acres and numerous recreation facilities, including the 146,000 SF Monon Community Center and The Waterpark. For more information, visit carmelclayparks.com.

Purpose of Position:

This position's principle duty is to provide a safe environment for all guests. Lifeguards need to ensure safety of guests of Carmel Clay Parks & Recreation by preventing and responding to emergencies, enforcing policies and procedures, while demonstrating exemplary customer service. A successful candidate for this position should be a team player, strong ability to act during emergency situations, friendly demeanor, and drive to create a safe, fun, and clean environment for patrons.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises pool and surrounding areas to ensure guest safety.
- Maintains constant surveillance of guests in the facility; acts immediately and appropriately to secure safety of guests in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Responds and provides CPR and first aid for emergencies at the MCC facilities.
- Secures all facilities upon closing and other periods where there will be no supervision by lifeguards.
- Completes all required reports and paperwork in the time required by report or paperwork.
- Responsible for the safety and satisfaction of every guest at the MCC.
- Assists in implementing Emergency Action Plan.
- Provides reliable attendance and is punctual.
- Exhibits respect, honesty, open communication, and commitment to the success of all aquatics and Carmel Clay Parks & Recreation teammates and guests.
- Secures all facilities upon closing and other periods where there will be no supervision by lifeguards.
- Enforces CCPR rules consistently among all guests.
- Ensures that all equipment malfunctions are reported immediately.
- Ensures that all hazardous conditions are reported immediately.
- Responds to questions and needs of guests and management.
- Ensures all areas within aquatics are well maintained and cleaned, including grounds, restrooms, locker rooms, and concession area.
- Effectively works within a group setting to ensure safety of patrons.
- Maintains all required American Red Cross certifications.
- Attends all MCC trainings including (but not limited to): in-service trainings and organizational meetings.
- Completes other assignments as indicated by Recreation Services Manager or his/her designee.

Knowledge, Skills & Abilities Required to Perform Essential Job Functions:

- Ability to see, talk and hear to fulfill job duties.
- Ability to swim, stand, walk, kneel, bend over, use hands & feet, climb and balance.
- Specific vision abilities required by the lifeguard are close vision, distance vision, depth perception and focusing ability.
- Able to work within moderate to loud environments associated with swimming pools. The lifeguard should be able to identify various sounds such as cries for help and splashing.
- Ability to lift up to 50 lbs., and be able to handle heavier loads in an emergency.
- Able to stay in a level of physical conditioning sufficient enough to complete monthly in-service skills and training goals as defined by management.
- Able to maintain mental alertness and focus for periods exceeding one hour.
- Able to work in various weather conditions including extreme heat and sun.

Qualifications Required to Perform Essential Job Functions:

- Must be at least 15 years of age.
- Possess current certification in American Red Cross Lifeguarding/ First Aid/CPR/AED for the Professional Rescuer; Emergency Oxygen preferred
- Successful completion of the Monon Community Center Lifeguard Skills Test