



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cortland County Family YMCA Job Description

Job Title: Lifeguard
Employee: _____
Work Location: Cortland Family YMCA
Department: Aquatics

Reports To: _____
FLSA: Part-time Non-Exempt

A Career with a Cause:

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Our purpose is to strengthen the foundations of communities and families through our key areas of focus: youth development, healthy living, and social responsibility. We are committed to these causes because a strong community is achieved when we invest in our children, health, neighbors, and values. Historically founded on the Christian principles of caring, honesty, respect, and responsibility; our mission is to put these principles into practice through programs that build healthy spirit, mind and body for all. We are for ALL.

General Functions:

Under the supervision of the Aquatics Director, the Lifeguard is responsible for maintaining the highest level of safety and swimming conditions for all patrons in the pool, deck and surrounding areas; first, by preventing accidents and second, by responding to an emergency quickly and efficiently. The Lifeguard is responsible for member satisfaction and retention. To achieve patron safety the lifeguard must provide accident prevention through safety checks, rule enforcement, and proper guarding techniques, and emergency management including proper water rescue, CPR, and first aid procedures. The lifeguard must assure safety by constantly monitoring the pool using constant scanning techniques to achieve a 10x10 reaction time.

YMCA Aquatic Department Quality Service Theme:

We make a positive difference in people's lives by providing a quality aquatic experience for all.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

Follow NYS Health Department Bather Code:

- Never leave the pool unattended.
- Always be positioned in appropriate space, opposite side and spread out.
- Never perform personal functions while on duty: phone calls, writing, reading, swimming talking to friends, over talking with other guards, sleeping, etc. At any time there is no one in the pool, clean the pool environment or straighten up the equipment.
- Maintain current certifications.
- Maintain current certifications and a proper level of physical fitness.
- Required onboarding and monthly in-service trainings, to include a minimum 300 yard swim and perform a rescue.

Maintain a safe environment:

- Maintain safe swimming conditions in the pool, on deck and surrounding areas. Prevents accidents by maintaining constant observation of the pool area, enforcing health and safety rules, and maintaining emergency readiness.
- Respond to incidents, accidents and emergencies appropriately, in accordance with YMCA policies and procedures and in a calm and professional manner.
- Protect the organization and patrons from harm or suit.
- Walk around the deck or if applicable rotate with other guards every 15 minutes.
- Follow pool rules on and off duty.
- Frequently familiarize yourself with certifying agency's text and your Aquatic Manual.
- Administer proper first aid in accordance with training and facility procedures.

Maintain a pleasant and professional aquatic environment:

- Wear a uniform consisting of: staff shirt, one piece bathing suit, whistle, fanny pack, staff ID, pocket mask, and rescue tube and have rescue equipment on and ready for rescue at all times.
- Dispose of all materials (trash, hair, etc.) found on the pool floor.
- Keep the pool deck clear of toy's (barbells, noodles, etc.).
- Maintains effective relationships with members, participants and other staff, develops rapport with member.

- Greet every member and/or patron with a smile and a friendly "Hello."
- Attempt to get to know members in friendly and professional manner.
- Arrive on deck 15 minutes before your shift.
- Record and report any faulty equipment and/or lapse in maintenance to Aquatic management.
- Report emergency maintenance needs immediately to Aquatic management.
- Be familiar with all information and answer questions about programs, schedules, policies or direct patrons to Aquatic management.
- Depending on the pool, prepare pool for incoming programs.
- Work with fellow staff members and treat them with respect.

Maintain Records:

- Record all incidents and accidents immediately after situation has been resolved and you will not be distracted from guarding the pool (report emergencies immediately to Aquatic management).
- Record the number of members using the pool on the member usage or daily attendance sheets.
- Properly test and record chlorine in pool at the appropriate time.
- If applicable, turn in all Open shift reports, End of shift reports and shift change reports.
- Complete accident reports.

Other Duties:

- Perform maintenance and cleaning procedures as required by Aquatic management.
- Perform other duties needed done by the Aquatic management.
- Take initiative to perform the job to the best of your ability.
- Help other staff out by sub hours for them if available.
- Communicate clearly with staff and Aquatic management.
- Attend all mandatory meetings and trainings.
- Cover all shifts. When unable to cover a shift, an approved substitute must be found.
- If applicable complete monthly CSE's continuing skills evaluations.
- Other duties as assigned by Supervisor.

Education and Experience:

- Must hold and maintain current lifeguard certification.
- Must hold and maintain current CPR, AED, first aid, and oxygen administration certifications.
- Must become a YMCA Certified Lifeguard within six months of hire date.

Qualifications:

- Effective communication skills necessary to inform, counsel, motivate and support members.
- Must be observant, safety conscious and able to react calmly and quickly in an emergency.
- Knowledge of safe and proper techniques.
- Able to work flexible schedules.
- Always be professional, alert, courteous and diplomat.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens, Hazard Communication, NYS Combating Sexual Harassment in the Workplace, Child Abuse Prevention & Awareness , Slips, Trips, & Falls, and Safety & Survival in an Active Shooter Event trainings prior to assignment to initial position.
- If applicable, hold CPR, AED, and First Aid (may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.

Core Competencies:

- Supports the Mission, Vision, and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect, and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works

cooperatively as a team member.

Physical Demands:

Remain alert with no lapses on consciousness. Hear noises and distress signals in an aquatic environment, including in water with background noise and perform all needed rescue skills. Operate alone as an instructor, without other instructors for support. Project voice across aquatic area. Ability to frequently stand, sit, walk, talk, hear, swim, bend, reach, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb up and down an elevated chair, lift, move and carry approximately 45 pounds, climb a minimum of two flights of stairs (approximately every 1/2 hour) and use of hands and fingers. Ability to handle emergency situations. Specific vision abilities required close, color, distance, peripheral, depth perception, and ability to adjust focus.

Work Environment:

Work is normally performed in a typical aquatic environment. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average. Occasionally exposed to outdoor weather conditions and to wet and/or humid conditions in swimming pool areas may occur.

Americans with Disabilities Specifications:

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.

Acceptance and Acknowledgement Sign Off:

This position is not a contract. The Cortland County Family YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all YMCA policies and act as a role model in the adherence to the association policies.

I have read and understand the position description for the lifeguard position, expected work schedule, and rate of compensation and I accept this position.

Incumbent Print Full Name

Incumbent Signature

Date

Supervisor Name, Title

Supervisor Signature

Date