

# City of Concord Parks and Recreation Department

*WE ARE SERIOUS ABOUT FUN*

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## JOB DESCRIPTION

- TITLE:** WSI and LIFEGUARD
- QUALIFICATIONS:** Applicants must be dependable, enjoy working with youth and families and have good communication and problem solving skills. All applicants must have current Red Cross Lifeguard Training, First Aid and Infant & Child and Adult CPR. Water Safety Instructors must also have WSI Certification in addition to Lifeguard Certification. Prior aquatic experience is desired. All applicants 18 years of age and older will be required to pass a Criminal Background Check.
- RESPONSIBILITIES:**
- Responsible for the supervision, safety and accident prevention of all patrons.
  - Responsible for insuring that maintenance of the pool area and facilities are cleaned on a daily basis according to established maintenance procedures.
  - Required to adhere to all guidelines outlined in the Pool Staff Handbook. Required to wear approved city uniforms while on duty.
  - WSI'S are responsible for teaching swim lessons for a variety of levels and for completing the necessary paperwork in a timely manner.
  - Lifeguards are responsible for assisting with the teaching of swim lessons.
  - WSI's assist in the planning of the Citywide Swim Meet and Lifeguard Competitions.
  - Works cooperatively with other staff and "outside groups" that use the pool for regularly scheduled activities or special events.
  - Completes all required paperwork in a timely manner such as time sheets, attendance reports and maintenance reports.
  - Administers First Aid and CPR when necessary.
  - Follows established procedures regarding accidents, discipline or mechanical problems. Notifies the Recreation Supervisor and/or Pool Supervisor immediately in the event of an unusual situation or hazardous condition.
  - Follows and enforces department rules and regulations.
  - Directs all suggestions from the public to their Supervisor. Strives to establish positive public relations for the Recreation Department and the City of Concord.
  - May be required to lift items that weigh more than 50 lbs.
- WORK HOURS:** Must attend in-service training and staff meetings. Employees must be available to work on weekends between the hours of 10 am and 7:30 p.m. and weekdays between the hours of 9:30 a.m. and 7:30 p.m. Each employee is granted two days off within each seven-day period.