



**Villages of Westcreek**  
Owners' Association

**Life Guard  
Job Description**

**Position:** Life Guard **Type:** Seasonal/Hourly

**Supervisor:** Parks & Recreation **Wage:** \$8.00 +  
Superintendent  
Head Guard

**Verified by:** Community Manager **Date:** April 2011

**Certifications Required:** First Aid, Red Cross Lifeguard Professional Rescuer CPR, Red Cross Life Guard  
Minimum two years of experience.

**Basic Description:** The Lifeguard for the Villages of Westcreek Owners' Association is responsible for the safe operation of the swimming facilities. The lifeguards are responsible for enforcement of the Association's rules and regulations and the safe, clean operation of the pool and surrounding area. The lifeguards will report to the Superintendent Parks & Recreation and Head Guard for work schedules, work details, any homeowner actions and maintain community relations.

**Duties of a Lifeguard:**

- A. Ensure a safe operation of the swimming facilities, adjacent grounds, and buildings by:
  - a. Possessing a knowledge and skill set in lifesaving techniques and being currently certified to perform in this capacity.
  - b. Reporting to work physically rested and prepared to perform life guarding duties.
  - c. Possessing a strong knowledge of the local published rules.
  - d. Being constantly alert and watching swimmers in the water. Take immediate rescue action, as required.
- B. Work as a team member to provide a clean, pleasant, safe and orderly environment through daily cleaning:
  - a. Bathrooms checked and cleaned hourly and daily.
  - b. Supplies re-stocked or re-ordered, when needed.
  - c. Pick up trash and debris, as needed, during operating hours.
  - d. Hose walks and decks.
  - e. Skim pool surface, as needed.
  - f. Clean skimmers, daily. Clean tile, as needed.
  - g. Furniture will be arranged prior to opening.
  - h. Equipment such as umbrellas, ring buoys, etc., will be in place prior to opening and will be stored at the time of closing.

- C. Assist in the efficient administration of the pool and its associated facilities by:
  - a. Completing all required administrative logs.
  - b. Being aware of water and electricity conservation measures for pool area and assist members in following procedures.
  - c. Do not abuse equipment or allow anyone else to do so.
  - d. Keep hoses on provided racks; remove nozzles after use and store in utility room.
  - e. Remove trash for pick-up.

### **Other Responsibilities of a Lifeguard:**

- A. Duty hours will be set by Superintendent Parks & Recreation.
- B. Pool coverage by guards – the number of guards on duty will be determined by the number of persons using the pool. A minimum of two guards will be on duty whenever the pool is open. Additional guards will be assigned by the Head Guard and the Superintendent Parks & Recreation. Increased needs for additional guards for holidays, weekends, special events, and parties and during the early part of swim season will be scheduled Superintendent Parks & Recreation or the Community Manager. Conversely, if use is below normal, the Head Guard and Superintendent Parks & Recreation will reduce the guard staff accordingly, but in no instance will there be less than two guards on duty at any time.
- C. One lifeguard will be in the chair at all times.
- D. Lifeguards will maintain all information on a log sheet and time cards.
- E. During the scheduled time before opening, guards are required to inspect and clean the pool area, restrooms, parking lot, area around the pool entrance and both inside and outside the fenced area for glass and debris.
- F. During the 30 minutes after the pool is closed, guards are to pick up trash, clean restrooms, pick up towels, store furniture, and empty trash.
- G. The pump and chemical supply rooms and maintenance supply room must be secured at all times.
- H. No smoking in pool area or around recreational facilities.
- I. All guards must submit new copies of appropriate, valid certification to the Superintendent Parks & Recreation or the Community Manager. Guards cannot be scheduled until certification copies are received.
- J. Employees using drugs or alcohol prior to or while on duty will be dismissed. Drug testing will be required at employer's expense.
- K. Lifeguards may not entertain guests or visitors for extended time periods in the pool area.
- L. Perform other duties and responsibilities as assigned with the goal in mind to provide a safe and clean environment for guests.
- M. Must attend bi-monthly in-service meetings and trainings.
- N. Must notify Head Guard 1 hour before start of shift if unable to attend due to an unforeseen circumstance.

### **Appearance, Clothing and Accessories:**

- A. A whistle and lanyard are required and are the responsibility of the guard to provide.

- B. Swimsuits must be worn and must consist of modest one-piece solid blue suit for females, covering entire gluteus maximus and pectoral region.
- C. Blue solid trunks worn at knee length for males.
- D. No bare midriffs or Speedos will be allowed as appropriate attire for employee on duty.
- E. No inappropriate wearing of shorts below waist by male and female guards.
- F. No visible body piercings may be worn other than the standard one hole, per ear.
- G. To ensure safety, stud earrings may be worn.
- H. A single watch is encouraged to be worn.
- I. To ensure safety, no bracelets, or anklets, other than Medical ID's, may be worn.
- J. Wedding rings may be worn.
- K. All lifeguards to create a unified staff may wear solid black flip-flops and sunglasses.
- L. A VWOA Lifeguard t-shirt will be provided to all guards and may be worn while on duty to protect skin from sun.

**Relationships and Contacts:**

Reports to: Superintendent of Parks and Recreation and Head Guard

Relationships: Maintains and promotes an objective, positive, professional, and courteous relationship with members and guests and staff at all times.

**Job Qualifications:** The Employee must have the following knowledge and/or skills.

1. Certified in Professional Rescuer CPR and First Aid. Certification must be maintained throughout employment.
2. Certified Life Guard. Red Cross Certification preferred.
3. Certified swim instructor is preferred, but not required.
4. Able to work without direct, continuous supervision.
5. Provide his/her own transportation.
6. Able to fully read and understand instructions in English.
7. Able to follow verbal and written instructions.
8. Able to follow safety instructions in English.
9. Able to speak and write common business English.

**Working Conditions and Hours:**

Conditions: Manual labor, outdoor setting, flexible hours.

Hours: Sunday - Saturday, 8:00 a.m. – 10:30 p.m. during pool hours. (Flex time).  
Hours subject to change according to Season Pool Schedule.