

DEANE HOMES SWIM CLUB
1010 OVERLOOK RIDGE ROAD
DIAMOND BAR, CA 91765

JOB DESCRIPTION- LIFEGUARD

The primary responsibility as a lifeguard is to prevent drowning and other injuries from occurring. Candidates must be able to ensure the safety of patrons by minimizing or eliminating hazardous situations or behaviors. This person will need to be able to solve on-the-job issues by utilizing effective critical thinking and decision-making skills and possess the ability to work with diverse populations. Lifeguards must be able to enforce pool and club policies and be able to communicate effectively why policies are in place.

All Lifeguards are responsible for reporting to the Deane Homes Swim Club manager.

DEANE HOMES SWIM CLUB LIFEGUARDS WILL MEET THE FOLLOWING MINIMUM QUALIFICATIONS:

- Must be 16 years of age or older.
- Hold and maintain a valid American Red Cross Certification in Lifeguard Training.
- Hold and maintain a valid American Red Cross Certification in First Aid/CPR/AED.

A SUCCESSFUL CANDIDATE FOR THIS POSITION MEETS THE FOLLOWING PHYSICAL DEMANDS:

- Ability to react to emergency situations with quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Remain alert to dangerous situations while sitting, standing, or walking for various lengths of time.

A SUCCESSFUL CANDIDATE FOR THIS POSITION WILL HAVE THE FOLLOWING RESPONSIBILITIES AND DUTIES:

- Communicate and enforce all club and pool policies and rules in a personable and professional manner.
- Greet the members and guests, provide direction, disseminate information, and handle their complaints as necessary.
- Appearance is consistent with DHSC standards including wearing your swimsuit, guard shirt, guard shorts, whistle, and tube while on duty.
- Provide a welcoming environment for all patrons.
- Maintain, repair, and frequent inventory of first aid and lifesaving equipment.
- Have basic knowledge of pool equipment and pump, and report problems or concerns to the manager.
- Conduct pool inspections, maintain proper chemical levels, complete pool chemical logs and report imbalances or concerns to the manager.
- Administer initial first aid to victims of accidents, injury, or sudden illness and initiates the pool's emergency action plan. Communicate clear and concise information needed to other staff members, emergency medical service personnel and police services. Document any incidents and/or injuries and provide to the manager.
- Maintain a clean and tidy workspace.
- Open, close, and secure the pool and pool area, including outside restroom, shower area, and trash disposal. Complete daily cleaning assignments as required.
- Help to organize, set up, judge, officiate and/or lend assistance at swim meets held at the club and any other special events of the club.
- Other duties as required to maintain the club and its functions as directed by club manager.

A SUCCESSFUL CANDIDATE DISPLAYS THE FOLLOWING CRITERIA FOR SUCCESS:

- Ability to display a positive attitude for all members, guests, and staff.
- Ability to prioritize tasks, manage their time and balance professional and personal commitments.
- Arrives prepared and on time for work.
- Consistently demonstrates service excellence.
- Able to assess situations and make informed decisions independently.
- Ability to work as a team with other lifeguards, staff, and management.

AT THE END OF THE SEASON, THE CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Participate in an 'Employee Performance Review' with the club manager and assistant manager.
- Complete the DHSC 'Exit Survey'.
- Return all keys given to them at the commencement of employment (Clubhouse, gate key and restroom).
- Take no personal information regarding members or guests.

Complaints relating to your work or working conditions should be discussed with the club manager in an effort to resolve problems. If no resolution is obtained, problems may be brought to the Board of Directors of the DHSC Homeowner's Association.

I have read and fully understand the above job requirements, responsibilities, and expectations. I am capable of performing all of the stated requirements. I understand that my failure to uphold the responsibilities and duties may result in a written warning from my manager. I further understand that receiving three (3) warnings may result in disciplinary action.

All Lifeguard employment is on a seasonal basis. Lifeguards must re-apply for their position each season.

Signature: _____

Date: _____