



DUNN LORING SWIM CLUB JOB DESCRIPTION HEAD LIFEGUARD

Head Lifeguard reports directly to the Pool Manager who reports to Personnel Committee and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss a Head Lifeguard at any point during the season.

Head Lifeguard must be certified in the following before their first day of work: *Pool Operator Permit and Lifeguard, CPR and First Aid Certifications.*

As Head Lifeguard, you will be expected to work with and support the Pool Manager in support of the following:

- Promote safety for all members and guards at all times.
- Read and *follow* the Dunn Loring Swim Club Employee Handbook;
- Coordinate with the Pool Manager and the Personnel Committee a pre-season kick off meeting for Guards and Staff to review roles & responsibilities and build a sense of team;
- Understand that rules pertaining to lifeguards also pertain to Managers, such as participation in Red Man Drills, Private Lessons, etc;
- Be on time for your scheduled shift;
- Enforce and follow all pool rules;
- Administer CPR and/or First Aid as necessary; Perform and support rescue from water as needed;
- Ensure cleanliness of pools and pool grounds;
- Help organize and implement staff trainings;
- Ensure that all guards are tested (red man drills) at least twice during the season;
- Work with the Pool Manager to compile mid-season and end-of-season performance reviews on lifeguards;
- Support staff performance and report any issue to the Personnel Committee;
- Help to organize screening and oversee group swim lessons, as required in the Employee Handbook;
- Set up Red Man Schedule so that each guard is tested monthly;
- Coordinate Guard of the Week Award and signage;
- Assist with Lifeguard Olympics and Lifeguard Inservice along with other Managers;
- Speak with each new guard before and after their initial shift (in person or by phone);
- Informally counsel all guards on strengths and weaknesses – on the spot – both constructive criticism and praise during shifts (along with all managers);
- Interact with all members and lifeguards in a professional and courteous manner;
- Other duties as assigned.

Understand that there is a policy with regards to the number of hours lifeguards will be required to work this summer. Full time lifeguards are **required** to work no less than 34 Hours per week. Part time lifeguards are **required** to work between 18 and 33 hours per week. As Head Lifeguard, you will be **required** to work no less than 34 hours per week. **ONLY** Full time lifeguards, Assistant Managers, and Managers who work their required hours each week will be permitted to teach private lessons and only when they are not on duty.

It is **highly** encouraged that Managers work lifeguard shifts on as needed basis to demonstrate to other lifeguards exactly how and what lifeguards need to do when on duty.

As Head Lifeguard at Dunn Loring Swim Club, you are required to wear the approved Dunn Loring Swim Club lifeguard suit. You may wear an approved suit from a previous year or purchase a new one for the season. You **must** wear your approved lifeguard suit and/or shirt at all times while on duty. A lifeguard whistle will be provided for you, which **must** be worn while in the lifeguard stand.