

## The Jewish Community Center of Greater Columbus, OH 43209

### LIFEGUARD POSITION DESCRIPTION

**Position Title:** Lifeguard

**Dept No:** 413277

**Department:** Aquatics

**Personnel Code:** Support Staff

**Status:** Non-Exempt

**Supervisor:** Aquatics Director

#### **Mission Statement:**

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

#### **Vision Statement:**

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

#### **Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Position Summary:** The safety and well-being of all persons using the pool is the primary concern and responsibility of the lifeguard position. This is accomplished through the proper enforcement of all the Jewish Community Center policies, procedures, and rules regarding pool use. Optimally, by doing this, being alert, and being prepared to act in an emergency at all times, accidents will be prevented.

#### **Qualifications:**

1. **Knowledge and Education - Minimum Required or Preferred:** Standard First Aid, CPRPR, and Lifeguard training
2. **Experience - Minimum Required or Preferred:** none
3. **Special Skills:** Must pass a pre-employment skills test and be able to lift 50 lbs.

#### **Duties and Responsibilities:**

- Maintain a complete knowledge of policies & procedures outlined in the Aquatics Manual.
- Major duties include:
  - Enforce all rules of the Jewish Community Center.
  - Control crowds and maintain a safe swimming environment.
  - Inform your supervisor of potentially dangerous situations.

- Be professional, alert, courteous, and tactful. Be in a state of preparedness to act in any emergency situation.
- Perform appropriate rescues when necessary and perform First Aid.
- Report all injuries and rescues to the Aquatics Supervisor.
- After any accident or incident occurs, immediately complete any forms or written information that may be necessary. Documentation must be descriptive, detailed, and accurate because all documentation is retained for three years.
- Scan entire area of responsibility every 20 seconds.
- Know emergency procedures for both life-threatening and non-life-threatening situations.
- Be the first to respond to any situation that requires First Aid or is a life-threatening or non-life-threatening emergency.
- Vacuum the pool on a daily basis.
- Refrain from unnecessary talk or visiting with members. Refer members with lengthy questions to appropriate supervisor.
- Eating is prohibited while in the chair. No reading or cell phone use, including texting, is permitted while on guard duty.
- All lifesaving equipment should be in proper working order and readiness.
- Keep unauthorized personnel and equipment off the lifeguard stand.
- Always be on time for scheduled shifts and participate in all in-service programs.
- Enforce pool security rules: members should enter through the Fitness Welcome Center or the pool gate.
- Lifeguards will be rotated every 30 minutes during Spring, Winter, and Fall; every 15 minutes in summer. During down time you are responsible for checking the bathrooms, trash, and deck for cleanliness.
- Be alert for weak swimmers. Anticipate problem situations before accidents occur.
- All other duties as assigned.

**Acknowledgement:**

---

Employee's Name Printed

---

Employee's Signature

---

Date of Signature