



## GREATER CARBONDALE YMCA JOB DESCRIPTION

Focus Area: Healthy Living

Job Title: Lifeguard (Part Time)

### Overview

*Our mission:* To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

*Our cause:* At the Y, strengthening community is our cause. Everyday, the Y works side-by-side with our neighbors to make sure everyone, regardless age, income or background, has the opportunity to learn, grow, and thrive.

*Our position:* The Y is a leading nonprofit organization that is committed to strengthening communities through **youth development, healthy living, and social responsibility.**

General Description: Under the supervision of the Aquatics Director, the lifeguard is responsible for the safety of the members and program participants.

### Job Functions:

1. Interpret, communicate, and promote Y mission, goals, and objectives to department employees, volunteer leaders, members, and the community.
2. Be an active leader in membership retention goals and in the annual giving campaign.
3. Build and maintain positive relationships with members and staff.
4. Promote, foster and support the Y's commitment to access, inclusion and engagement for all by engaging diverse populations in a welcoming environment.
5. Responsible for the safety of all individuals who enter the pool area.
6. Knowledgeable in emergency procedures set forth by the YMCA of Greater Richmond.
7. Attend all scheduled meetings and monthly in-service trainings set forth by the Aquatic Director in accordance with the Greater Carbondale YMCA standards.
8. Responsible for relating to the members in a professional manner.
9. Responsible for testing and recording the chlorine and pH levels as determined by the supervisor in accordance with the local, state and the Greater Carbondale YMCA standards.
10. Responsible for recording and reporting all accidents and incidents to immediate supervisor.
11. Knowledgeable, with the ability to communicate the pool schedule and program activities.
12. Responsible for understanding the use, maintenance and upkeep of equipment used in the aquatics facility. Report any concerns and issues to the aquatic supervisor on duty.
13. Responsible for keeping pool area safe, clean and orderly.

ALL OTHER DUTIES AS ASSIGNED.

### Accountability

Accountable for the safety of all members and program participants. Reports directly to the Aquatics Director/Program Director and keeps him/her informed of plans and progress.

### Physical Requirements

Must be able to sit, stand, stoop or kneel for extended periods of time. Must be able to lift and carry items of up to 50 lbs. Must remain alert with no lapses of consciousness. Must be able to communicate verbally, including projecting voice across a distance, hear and respond to noises and distress signals, and observe all areas of the pool area.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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JOB DESCRIPTION**

Performance Expectations: Lifeguards

As we continue to progress in our quest for excellent customer/member service and relationship building, the focus on staff performance is critical. A significant part of all job performance will be related to the specific behavior that staff are to exhibit on a daily basis. These indices will be included in all performance feedback and merit raises.

All staff are relationship builders in their particular program or service area and they will:

1. Welcome/acknowledge each member in a pleasant and friendly manner (e.g., greet with a word, smile or wave of the hand);
2. Be open and actively listen to questions, concerns and feelings of members and staff, dealing with them honestly, respectfully and positively (e.g., Yes, I hear your concern. I need to keep my eyes on the pool right now, but will make sure *Name Aquatic Director* will be made aware of this issue);
3. Handle multiple tasks in a calm and responsible way always affirming the member while continuing to scan the pool (e.g., scan the pool while asking children to leave the adult lap lane);
4. Build member relationships by showing interest, caring and responsiveness (e.g., be proactive in managing the *flow* of pool space, adjusting space to meet current usage needs);
5. Continuously inquire regarding the quality of member visits, offering additional activities/programs that may be of interest to the member (e.g., "Did you know about our water aerobics program on Tuesdays and Thursdays?").

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**Employee Signature**

**Date**



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ACKNOWLEDGEMENT OF QUALIFICATIONS

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Focus Area: Healthy Living

Knowledge/Skills/Abilities

1. Must be able to perform and/or understand the following: *Please check off.*
  - ☐ Candidates must have completed **Lifeguard Assessment Tool** and successfully performed all water skills that appear in **Lifeguard Hiring Expectations-Water Skills**
  - ☐ Make copies of all certifications and keep in Aquatic Director's office.
  - ☐ Employee understand your facility's **EAP**.
  - ☐ Employee understands that attendance is mandatory at all monthly in-service trainings or they are removed from schedule.
  - ☐ Employee understands the audit process by both the branch and the Association.
  - ☐ Understand the importance of appropriate member communications.
2. Must hold and, where applicable, maintain: *Please check off certifications enclosed.*
  - ☐ Current CPR/AED for Professional Rescuers certification
  - ☐ Current First Aid certification
  - ☐ Current YMCA/American Red Cross Lifeguard/or Ellis certification
  - ☐ \_\_\_\_\_

***I certify that copies of the above prerequisite certifications are on file with the Aquatics Director and a copy is attached herein. I understand it is my responsibility to ensure prerequisite certifications are entered into Employee Self Service upon hire of the employee.***

Employee Name: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_