



City of Greenwood – Lifeguard

| <u>Greenwood Employment Application</u> | | | |
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| Job Title: | <i>Lifeguard</i> | Job Category: | <i>Non-exempt</i> |
| Department/Group: | <i>Parks and Recreation</i> | Job Code: | |
| Location: | <i>Freedom Springs</i> | Travel Required: | <i>No</i> |
| Level/Salary Range: | | Position Type: | <i>Part-time Seasonal</i> |
| HR Contact: | <i>Human Resources Coordinator</i> | Supervisor: | <i>Aquatics Manager</i> |
| Fax or E-mail: <i>(317) 887-5868 or HR@greenwood.in.gov</i> | Mail: City of Greenwood <i>Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142</i> | | |
| Job Purpose: | <i>Responsible for everyday operational tasks at Greenwood Aquatics Park. Responsibilities include but are not limited to lifeguarding, participant safety, maintaining skills, janitorial responsibilities, and maintenance.</i> | | |

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook as well as all City policies and procedures and guidelines and department protocols, policies and guidelines including those outlined by Jeff Ellis and Associates Risk Management standards.
- While lifeguarding, scan assigned zones of protection; enforce patron rules, responsible for time management of rotations and providing safety assistance, rescues, emergency actions and first aid when necessary according to the City of Greenwood and Jeff Ellis and Associates Risk Management protocol.
- Responsible to immediately report any hazardous conditions to supervisor including inability to properly scan zone due to weather or other conditions. Maintain minimum number of in-service hours required by the department.
- Assist with cleaning and policing grounds, pool deck and bathhouse facilities. May assist with answering phones, communication with vendors, employees and customer service.
- Assist with pool vacuuming and special event equipment set-up and tear-down; involving lifting and/or other labor intensive duties. Assist with water testing, accident reports, program registrations and other operational reports and records.
- Assist with supervision of volunteers and or program participants.
- Assist with teaching, coaching or with lessons, swim team and other programs and special events at location in accordance with City affiliated and authorized instructional guidelines and protocol.
- Other related duties as assigned.

Job Requirements:

- **Education:** High School Diploma or current student with the ability to read, write and speak the English language.
- **Experience:** Basic understanding of swimming, aquatic programming and waterpark amenities and operations.



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- **Knowledge, Skills and Abilities:** Must be able to obtain a Jeff Ellis and Associates National Pool and Waterpark Lifeguard License offered by the City of Greenwood at the employee’s initial expense.
Ability to enforce rules and follow all established protocols and guidelines, resolve conflicts between patrons, program participants and employees and ability to make sound and rational decisions including exercising independent judgment. Must remain current with all required licenses, certifications and in-service requirements and must demonstrate satisfactory performance ratings on all safety, operational audits including demonstrating a rescue ready performance level at all times.
- **Physical:** Ability to work evening or weekend hours a must. Sitting, walking and standing for extended periods of time and lifting and carrying heavy objects.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.
The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: