



POSITION DESCRIPTION

POSITION TITLE: Head Lifeguard	DEPARTMENT: Aquatics
CLASSIFICATION: Full-Time, Non-Exempt	REPORTS TO: Aquatics Director
DESCRIPTION SUMMARY: Under the supervision of the Aquatics Director, the Head Lifeguard is responsible for providing professional lifeguarding services and day-to-day leadership for the indoor pool. The Head Lifeguard ensures a safe, clean, welcoming, and well-maintained aquatic environment through effective surveillance, enforcement of safety policies, emergency response, and support of lifeguard staff. The Head Lifeguard will lifeguard at the indoor pool for an average of 35 hours per week during designated seasons, with remaining work hours dedicated to lifeguard leadership, training, equipment and supply management, administrative responsibilities, and other Aquatics Department needs. The Head Lifeguard will obtain an American Red Cross Lifeguarding Instructor certification and will plan and conduct lifeguard certification courses, in-service trainings, and other aquatic trainings as needed.	
ESSENTIAL RESPONSIBILITIES: – Provide professional lifeguarding services for the indoor pool for an average of 35 hours per week during designated seasons, including effective surveillance, enforcement of safety rules, emergency response, and maintaining a safe and welcoming aquatic environment. – Provide day-to-day leadership and guidance to indoor pool lifeguard staff, serving as a role model for professional conduct, safety practices, customer service, and emergency response. – Assist with the orientation and training of new lifeguards and provide coaching and feedback to lifeguard staff as needed. Notify the Aquatics Director of staff performance or conduct concerns. – Maintain all indoor pool safety, rescue, first aid, and operational equipment and supplies. Conduct regular inventories and inspections and promptly report equipment that is damaged, missing, or in need of repair or replacement. – Obtain and maintain American Red Cross Lifeguarding Instructor certification and plan and conduct Lifeguard Training courses, recertification courses, and other trainings as needed. – Plan and conduct regular in-service training for lifeguards, including emergency response drills, rescue skills, CPR/AED, first aid, surveillance, and facility-specific procedures. – Complete and maintain required lifeguard, training, equipment, incident, pool chemistry, and other departmental paperwork and records. – Assist with the safe and effective operation of the indoor pool, including monitoring facility conditions, identifying safety or maintenance concerns, and ensuring pool areas and equipment are clean, organized, and ready for use. – Provide general administrative and operational support to the Aquatics Department and assist with departmental programs, projects, and special needs as assigned. – Represent the agency in a positive manner and present a professional appearance and attitude. – Notify supervisor of disturbances, emergencies, facility concerns, and staff performance problems. – Attend mandatory department and agency-wide meetings when appropriate. – Develop and maintain collaborative relationships with other JCC departments and staff. – Take charge and/or assist in all crisis or emergency situations while following established JCC policies, emergency action plans, and guidelines. – Perform miscellaneous job-related duties as assigned.	
REQUIREMENTS: – High School Diploma or GED required. College degree or coursework in Recreation, Aquatics, Sports Management, Education, or a related field preferred. – Jewish knowledge a plus. – Must hold current certification in Lifeguarding/CPR/AED/First Aid through the American Red Cross or Ellis & Associates.	



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- Possession of or ability to attain American Red Cross Lifeguarding Instructor certification. Employee must attain the certification within 6 months of hire date if not currently certified.
- Two or more years of lifeguarding experience strongly preferred.
- Previous experience in a supervisory, lead, or training role in an aquatic environment preferred.
- Experience teaching or assisting with lifeguard certification courses or in-service training preferred.
- Demonstrated knowledge of lifeguarding, aquatic safety, surveillance, water rescue, emergency response, CPR/AED, and first aid practices.
- Must be able to lifeguard for extended periods and perform the physical requirements associated with aquatic emergency response, including swimming, water rescue, lifting, carrying, and providing CPR/AED and first aid.
- Must be organized and able to manage and prioritize multiple tasks and meet deadlines.
- Must be able to take initiative to solve problems and willing to seek assistance in solving problems.
- Must be able to communicate well verbally and in writing.
- Must be able to provide effective guidance, coaching, and feedback to lifeguard staff.
- Ability to be a positive leader, role model, and use a collaborative approach to leadership.
- Must be able to work as a team and manage conflict situations.
- Demonstrated working knowledge and ability to effectively use business productivity software, including Microsoft Office applications.
- Must be able to maintain accurate records, complete required paperwork, and manage equipment and supply inventories.
- Must be able to work evenings and weekends to accommodate program and facility needs, which will vary seasonally.

This position description is not intended to be all-inclusive, but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.

This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.