



LIFEGUARD JOB DESCRIPTION

Job Title:	Lifeguard
Department:	Aquatics
Reports To:	Aquatics Coordinator/Clubhouse Director
Prepared By:	Toni VonRuden
Prepared Date:	September 2022
Approved Date:	September 2022
Pay Rate:	\$18.00/hour
Classification:	Non-Exempt
JOB CATEGORY:	Seasonal/Part-Time/Full-Time

ABOUT US

Welcome to Mt Park HOA! We are a large HOA set in the hills of Lake Oswego. We are looking for enthusiastic, outgoing people who share in our goals to ensure members receive high quality customer service in a friendly environment. Our members enjoy a beautifully maintained Clubhouse that includes indoor pools and cardio weight rooms, 8 miles of paved trails, and tennis courts. If you like working in an environment where the focus is on active lifestyles and fun, this is your chance to join the Mt Park Aquatics team!

WHAT THIS ROLE WILL DO:

- Recognize and respond quickly and effectively in emergencies
- Enforce all aquatic facility policies, rules, and regulations
- Report any unsafe conditions or equipment
- Treat all building occupants with courtesy and respect at all times
- Report accidents or incidents immediately to supervisors

WHAT THIS POSITION WILL BRING:

- Love of all things in water
- Strong knowledge of water safety
- Comfortable talking to members and enforcing pool safety rules
- Effectively deal with emergency situations

REQUIREMENTS:

- Actively communicate HOA and Clubhouse pool information and rules
- Reliable transportation
- Lifeguarding, CPR, and First Aid certification
- Must be at least 16 years of age

THE POSITION OFFERS:

- A positive environment
- Career training and development
- Competitive compensation
- Free Clubhouse membership

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are required. Additional duties may be assigned based on utilization and performance.

- Provides lifeguard services. Responds to emergencies and, if necessary, administers CPR/First Aid.
- Enforce all MPHOA aquatic facility policies, rules and regulations
- Complete records and reports as needed

- Participate in in-service training sessions and other staff meetings
- Complete additional duties as assigned by supervisors
- Daily cleaning and sanitization of equipment and program supplies when needed

KNOWLEDGE AND SKILLS

- Have or obtain a thorough understanding of facilities emergency action plan
- Demonstrates an understanding of facility characteristics, rules, policies and procedures (training provided)
- Leadership and public relations skills
- Decision-making skills

OTHER REQUIREMENTS

- Checking chemicals in all bodies of water. (Training provided)
- Minimum 15 years of age

CERTIFICATES, LICENSES AND REGISTRATIONS

Current certification in the following:

- American Red Cross Lifeguarding and First Aid
- American Red Cross CPR/AED for the Professional Rescuer

LANGUAGE SKILLS

Ability to resolve conflicts using written and verbal English skills. Ability to respond effectively and respectfully to sensitive inquiries and complaints from residents. Ability to exercise independent judgment and discretion with attention to detail.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. While performing the duties of this job, the employee is regularly required to speak and hear. Bodily movements include ability to sit; swim; use hands to finger, handle, and lift arms above shoulder level. The employee is required to stand; walk and reach with hands and arms, balance, stoop, and bend.

The employee must occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are performed in an indoor facility and the employee will be exposed to chlorine, pool chemicals, and lighting. While performing the duties of this job, the employee is exposed to chemically treated water for a minimum of 1 hour per day. The noise level in the work environment is usually moderate.

Employee Name (print): _____

Signature: _____ Date: _____