

# VILLAGE OF DECATUR

## Job Description

### HEAD LIFEGUARD/SWIM INSTRUCTOR

**Supervised by:** Village Manager  
**Supervises:** Lifeguards

#### **Position Summary:**

The Head Lifeguard is responsible for water safety at the Village's public beach, Red Woolfe Park. The Head Lifeguard is expected to enforce park rules while monitoring swimmers. The Head Lifeguard is responsible for the direct supervision, scheduling, and training of the Lifeguards. The Head Lifeguard is also the Village Swim Instructor. As the Swim Instructor, the Head Lifeguard is responsible for the success of the Swimming Lesson Program.

#### **Essential Job Functions:**

*An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.*

1. Follow and enforce all park rules.
2. Ensure that all people who use the public beach are safe.
3. Supervise, train, and schedule lifeguards to ensure that the beach has coverage during the times that the park is open.
4. Maintaining a clean park environment, including the pavilion and restrooms.
5. Creating, maintaining, and following lesson plans for swim lessons.
6. Handle complaints made against Lifeguards.
7. Coordinate with other departments to ensure that any needed repairs to the park are completed.
8. Be friendly and courteous to the general public.
9. Other duties as assigned.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- Must have at least a high school diploma.
- At least two years of experience working as a lifeguard is required.
- At least two years of experience working as a swim lesson instructor is preferred.
- Have lifeguard and waterfront guarding certification from the Red Cross.
- Must have a Swim Instructor certification from the Red Cross.
- Have first aid and CPR certification from the Red Cross.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee's environment is outdoors at the public beach. The employee is therefore exposed to potentially extreme heat. While performing the duties of this job, the employee may be exposed to chemicals from cleaning. The noise level in the work environment can range from quiet to loud.