



Job Title:	HEAD LIFEGUARD
FLSA:	Non-Exempt (hourly)
Employee Type:	SEASONAL
Reports To:	Property Manager

JOB SUMMARY:

Responsible for training, scheduling, and supervising all Lifeguards.
Responsible for the safety of the pool and efficiency of pool operations.

CORE RESPONSIBILITIES

- ✓ Coordinate with Property Manager & Maintenance Manager to provide a clean, safe, and pleasant bathing experience for all swimmers.
- ✓ Maintain communication with the Property/Maintenance Manager who are ultimately responsible for the overall operations of the pool.
- ✓ Supervise all Lifeguards, evaluating and improving the performance of the lifeguard team regularly.
- ✓ Ensure all Lifeguards are trained and meet all regulatory training requirements.
- ✓ Establish and maintain staffing schedule to cover pool hours and to cover all pool operations tasks.
- ✓ Coordinate pool maintenance with the Maintenance Manager.
- ✓ Inventory supplies and request orders as needed
- ✓ Ensure compliance with DHM Properties policies and procedures.
- ✓ Reporting any unsafe conditions and/or equipment to the Property Manager and Maintenance Manager immediately.
- ✓ Maintaining all appropriate documentation and reports.
- ✓ Identifying hazards and minimizing risks that may compromise the safety of residents, guests and lifeguards.
- ✓ Advise Property Management of situations with uncooperative or disruptive pool patrons for possible restriction of pool access.

CERTIFICATIONS

MUST have **current** CERTIFICATIONS in the following:

- American Red Cross Lifeguarding & First Aid (*or the equivalent*)
- American Red Cross CPR/AED for the Professional Rescuer (*or the equivalent*)

QUALIFICATIONS

- Must be at least 18-years of age and have valid NYS Driver's License.
- Must have prior Lifeguarding experience
- Must possess excellent communication skills and be able to resolve

I acknowledge that I have received a copy of the job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand I should ask the Property Manager.

Signature

Print Name: _____

Date