



GREENFIELD PARKS AND RECREATION

280 North Apple Street

Greenfield, Indiana 46140

Park's Phone: 317-477-4340 Senior's Phone: 317-477-4343

FAX: 317-477-4341

Website: www.greenfieldin.org Email: parks_rec@greenfieldin.org

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Mayor

Brad DeReamer

Parks and Recreation Board

Rick Roberts

Christina Coe

Jill Carr

Dan Riley

Tim Tapp

Administration

Tracy Doyle

Superintendent

Sharon Johnson

Administrative

Assistant

Jeremiah Schroeder

Program Director

Heather Short

Registrar

Kim Voorhis

Senior Coordinator

JOB DESCRIPTION: Lifeguard: Riley Park Pool

DEPARTMENT: PARKS & RECREATION DEPARTMENT

HOURS OF WORK: Hours vary between 11 AM-7 PM-May 29-August 7 (part time hours)

Some evenings hours after 7 PM for facility rentals

SALARY: \$7.50/HR.

WORK INVOLVED:

Serves as staff member for the City of Greenfield Parks and Recreation Department. Responsible for the supervision of assigned age group. Exercises leadership techniques and skills with group members at all times. Assists in maintaining rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Directly responsible to the Riley Pool Managers and Greenfield Parks and Recreation Department Management Staff. Punctuality and regular attendance are essential functions of this position. Employee is required to be available for assigned program dates and times while on call. Performs park/facility maintenance and policing debris. Enforcement of all Parks Department facilities regulations and policies is a must. Must perform Lifesaving responsibilities in accordance with the American Red Cross and Parks Department policies. This is a seasonal based position, which carries no formal employee benefits.

JOB REQUIREMENTS

Must complete (or have completed) 10th grade and be able to have dependable transportation. Must possess at least one (1) year experience in working with groups of children and/or adults in an aquatics setting, planning, organizing, and conducting simple recreation activities. Previous Lifeguard experience is preferred. Good knowledge of leadership techniques is required. Knowledge of the care and use of recreation equipment is required. Certification in basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is required, with CPR certification required. Current lifeguard certification is required. Ability to get along well with fellow employees and participants is required. Be constantly alert and aware of dangerous situations. Maintain order in all areas of the pool. Enforce all facility rules and policies in a firm, consistent manner. Must maintain assigned post unless by an authorized and certified replacement. No conversation, other than with the Pool Manager's permission, is allowed on duty. Sit in the lifeguard chair. Other duties as assigned by the Pool Manager or Park Department Management to facilitate the safe, sanitary, and effective operation of the assigned facility.

PHYSICAL DEMANDS

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

EMPLOYMENT STIPULATION(S)

Any hired applicant may be terminated at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

