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

Mark Logan  
Pool Manager

JOB DESCRIPTION: Head Lifeguard/Swim Lesson Instructor: Riley Park Pool – part time
DEPARTMENT: PARKS & RECREATION DEPARTMENT
HOURS OF WORK: Sunday-Saturday – 12 PM-7 PM - Hours after 7 PM for facility rentals
Swim Lessons operate 10 AM - 1:45 AM & 7:00-8:30 PM (hours may change and/or vary)
(SALARY: Compensatory based upon experience)
REVISED: February 2020

WORK INVOLVED:
Serves as staff member for the City of Greenfield Parks and Recreation Department as a Head Pool Lifeguard and a Swim Lesson Instructor. Responsible for the supervision of assigned facility group and Pool Staff Members as assigned. Exercises leadership techniques and skills with participants and staff members at all times. Assists in maintaining rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Assist and lead Staff Training Sessions in accordance with direction from the Pool Manager and the Recreation Director. Assist in Staff Evaluations and Recommendations. Work with the Pool Manager on the Staff Time Sheet procedures and process in order to make sure it is done accurately and correctly. Ensure all Pool Maintenance tasks are completed as directed by the Pool Manager and the Recreation Director. Be crossed trained as a Cashier and a Concession Stand Attendant. 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. 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 Parks Department policies. Complete all tasks and requests as assigned. This is a seasonal based position, which carries no formal employee benefits.

JOB REQUIREMENTS
Must be at least 14 years of age 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 aquatic 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 preferred. 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 and over 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 Agreement

EMPLOYMENT STIPULATION(S)
Any hired applicant may be terminated or suspended 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.

IMPORTANT-You will be evaluated to some degree at all times. It is our responsibility to put the participants first. Be professional and know that there is a positive reason for everything that we do.

By signing this document, you are agreeing that you have received a copy of your position’s job description.

The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as a Program Instructor (if hired).

You may accept this letter/agreement portion, which is not a “contract” of employment, as reasonable assurance that you will be re-employed for the next program season/session/post-break time (if initially hired). Although this serves as a potential reasonable assurance, there is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended 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.

Employee Name (Print Name)
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Employee Signature (Sign Name)
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Date____________