



# GREENFIELD PARKS & RECREATION

**JOB DESCRIPTION: Lifeguard/Swim Lesson Instructor: Riley Park Pool – seasonal**

**DEPARTMENT: PARKS & RECREATION DEPARTMENT**

**HOURS OF WORK: Sunday-Saturday – 12 PM-7 PM - Hours after 7 PM for facility rentals**

**Swim Lessons operate 11-11:30 AM & 7:00-8:05 PM**

**(hours and days vary within facility operation hours)**

**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 Pool Lifeguard and a Swim Lesson Instructor. Responsible for the supervision of assigned facility group. 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. 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. This is a seasonal based position, which carries no formal employee benefits.

## **JOB REQUIRMENTS**

Must be at least 14 years of age and be able to have dependable transportation. Prefer Employee 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. Knowledge of the care and use of recreation equipment is preferred. 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. 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.



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## 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 our 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** \_\_\_\_\_

Greenfield  
 Parks & Recreation  
 PRESCHOOL



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