



JCC OF ALLENTOWN EMPLOYMENT OPPORTUNITY AQUATICS DEPARTMENT

POSITION: Head/ Opener Lifeguard

SUPERVISOR: Aquatics Director

JOB SUMMARY: Assist Aquatics Director in making schedules, supervision of lifeguards, maintenance of pool area and adherence to all regulations and policies. Must possess a current and valid American Red Cross or Ellis Lifeguard Training, CPR for the Professional Rescuer, AED Certifications.

SALARY: Hourly plus membership benefits for those over 30+ hours

DUTIES AND RESPONSIBILITIES:

- Recognize and respond effectively in an emergency situation according to ARC and JCC policies and procedures.
- Enforce all aquatic facility policies, rules, and regulations.
- Complete monthly Department of Health records and reports.
- Fax monthly Department of Health reports to bureau.
- Complete monthly scheduling lifeguard staff, ensuring there is adequate coverage of the pool at all times.
- Ensure all aquatic staff members perform required duties, adhere to facility rules and standards, and maintain a high level of professionalism.
- Maintain effective public relation skills. Relate all staff and/or member concerns and comments to Aquatics Director.
- Open pool and have knowledge of all shifts responsibilities in case needed to fill in.
- Make daily safety and cleanliness inspections of pool and safety equipment; complete safety checklist.
- Analyze and correct hazards as applicable, report hazards and corrective steps to Aquatics Director ASAP.
- Vacuum pool once a week.
- Monitor all chemical readings, report chemical abnormalities to Aquatic Director to determine if pool closure is necessary.
- Participate in monthly in-service sessions.
- Complete all additional duties as assigned by supervisor.
- Complete Aquatic Director's summary checklist weekly, adding daily information as necessary into binder for review and evaluation.