



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street • P.O. Box 488 • Winneconne, Wisconsin 54986-0488 • 920-582-4381

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Job Title: Head Lifeguard
Department: Public Works Department
Reports To: Aquatics Manager
FLSA Status: Part-Time/Seasonal
Revised By: Kirk Ruetten Director of Public Works
Revised Date: March 2019
Approved By: Mitch Foster
Approved Date: Effective Date: March 12, 2019

SUMMARY

Under the supervision of the Marble Park Swimming Beach Manager/Coordinator and in accordance with the Village of Winneconne, the Lead Lifeguard is responsible for ensuring the safety of facility patrons by preventing and responding to emergencies and for assisting the Aquatics Director in recruiting, training, and supervising lifeguard staff and in managing Aquatics programming and facilities. This position requires weekend and holiday work. This position is a part-time seasonal position with the Village of Winneconne.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned)

- Responsible for the safety of facility patrons
- Enforce all of the facility's policies, rules, and regulations
- Promote and demonstrate teamwork with all employees and Village Staff
- Positively impact members loyalty towards the Beach facility
- Recognize and respond effectively to emergencies
- Respond to patron inquiries and concerns and provide Branch information as needed
- Inspect the Beach facility on a daily schedule and report unsafe conditions and equipment to supervisor
- Complete records and reports regarding the following: attendance, water chemistry, incidents and accidents
- Serve as a lifeguard during hours of operation
- Assist with staff meetings and in-service training and maintain records of content and participation
- Assist with ensuring lifeguards are properly scanning pool at all times
- Assist with new lifeguard staff orientation
- Assist with ensuring current lifeguard certifications are maintained
- Assist Aquatics Manager in overseeing and maintaining facilities, equipment, and supplies
- Assist Aquatics Manager in planning and implementing program improvements
- Carry out additional duties as assigned by supervisor

QUALIFICATIONS

- Must be at least 18 years of age
- Minimum of three (3) years lifeguarding experience or relevant staff management experience
- Minimum of one (1) year experience with Marble Park Swimming Beach Facility or similar organization

- YMCA Lifeguard Certification or American Red Cross Lifeguard Certification (American Red Cross Lifeguards must successfully complete a crossover course to YMCA Lifeguard within 60 days of employment and must maintain YMCA certification)
- Current status in the following certifications, to be renewed annually:
- Professional Level CPR
- First Aid
- Automatic External Defibrillator (AED)
- Oxygen Administration

Must complete the following trainings before working first shift and are to be renewed annually:

EDUCATION and/or EXPERIENCE

Must have Lifeguard Training Certification, CPR, First Aid and AED Certifications.

At least one (1) year supervisory experience in similar role.

Age: Must be eighteen years of age or older.

NECESSARY KNOWLEDGE, SKILLS, and ABILITIES

- The ability to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations.
- The ability to enforce policies and programs and discipline if necessary.
- The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions.
- This employee should have excellent public relation, oral and written communication skills.
- This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.
- The ability to problem solves is a factor in this position especially when he/she encounters problems, answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.
- The ability to make decisions concerning enforcement of policies and rules and performing daily duties in the most efficient manner.
- The ability to interact appropriately with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the Village Board.

PHYSICAL DEMANDS

Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

WORK CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The

employee is frequently exposed to high, precarious places. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

SELECTION GUIDELINES

Formal application, review and rating of education and experience, job related written test, oral interview and a reference check. A practical exam may be required.

MISCELLANEOUS:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job description reviewed by the department:

Director of Public Works

