

CITY OF LA CROSSE
PARKS, RECREATION, & FORESTRY DEPARTMENT - AQUATICS

400 LA CROSSE STREET, LA CROSSE, WI 54601

608-789-8672 burnsl@cityoflacrosse.org

Purpose of Position:

The purpose of this position is to ensure and maintain aquatics safety and supervision for staff and patrons. This position trains staff on safety procedures, emergency rescue skills, administering first aid, CPR and AED. Performs all required lifeguard-training skills as needed, inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.

Distinguishing Characteristics:

This position requires a professional demeanor and excellent human relation skills in order to best serve the public. Incumbents of this position should possess the ability to effectively communicate with patrons and staff of all ages and abilities in person, over the phone, and through written/typed means. This includes addressing formal complaints from or about patrons or staff and resolving any issues presented by staff or patrons throughout the summer. As well as effectively communicating with aquatics coordinator and aquatics manager about any issues. Incumbents are also responsible for scheduling and working with a staff of 3-20 individuals while fostering a fun and safe environment. All work done is performed under the direct supervisor with any and all aquatic related information.

Essential Duties and Responsibilities:

- Complete knowledge of the city's policies and rules for aquatic facilities.
 - Enforce these policies and rules with patrons and staff.
 - Full understanding of aquatic programs and activities and the ability answer questions from both patrons and staff.
- Schedules staff as assigned to include the admissions counter, waterslide operator, concessions, aquatic instructors, beach maintenance, and building attendants.
- Trains staff to lesson plan and teach all swim lesson levels.
- Oversees and ensures that all daily maintenance is completed including:
 - Maintenance of pools, locker rooms, and surrounding areas to insure safety and cleanliness.
- Perform daily swim tests as required by the City of La Crosse rules and policies and aquatics manual.
- Maintain safe swimming conditions in pool, on pool deck, and surrounding areas, enforcing health and safety rules
- Understanding of lifeguard routines and the ability to adapt accordingly.
- Able to work outdoors in all conditions, while being on your feet for 8 – 12 hours a day, lift and carry 5 – 50 pounds.
- Ability to adapt and problem solve quickly and efficiently in daily tasks.

Head Lifeguard: Job Description and Responsibilities

Essential Duties and Responsibilities Continued:

- Respond calmly and efficiently to high stress and emergency situations
 - Responsible for ensuring all staff can perform the facilities emergency action plan effectively.
 - Maintain emergency readiness and be ready to respond to emergency situations in accordance with the City of La Crosse policies and procedures, completing incident and accident reports as necessary in a timely manner.
- Lead staff trainings, meetings and in-services as well as train staff on their duties and responsibilities while comfortably managing staff.
- Arrive at least 20 minutes prior to facility opening to have the building unlocked by the time staff arrive to work
 - Update the hotline throughout the day if any changes occur to what was stated in the day's initial recording
- Secure and lock the facility at the end of the workday.
- Wear an outfit that clearly denotes you as a head lifeguard and City of La Crosse Parks and Recreation employee.
- Keeps a cell phone in good working condition for use for work-related purposes
 - Contacting any staff that is not present, need to come in, etc.
 - Communicating with the aquatic coordinator
 - Contacting police, 911, etc. for emergency situations
- Completes other related duties as assigned by Aquatics Manager and Aquatics Coordinator

Minimal Qualifications:

High school diploma or equivalent and reasonable work experience is preferred. Incumbents must possess excellent human relation skills as well as the ability to file documents accordingly and the ability to retrieve documents (incident reports, supply needs, etc.) from multiple locations. A valid driver license is required. Incumbents must also be lifeguard, first aid, CPR and AED certified with a lifeguard instructor certification being preferred. The ability to adapt and adjust to new situations in a timely manner while meeting requirements of a rigid aquatic season schedule is necessary. Working weekends and working longer hours for special events is expected.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.