

Head Guard

Position Purpose:

The purpose of this position is to assist in administering, implementing, and supervising a seasonal aquatics program for the Town of Littleton. The Head Guard must have the ability to work harmoniously with the program staff, participants, and the general public. In addition, he/she should be able to firmly enforce all facility regulations.

Supervision:

Supervision Scope: Exercises considerable initiative, creativity, and independent judgment in planning and running seasonal aquatics and sailing programs. Works in conjunction with the Aquatics Director to formulate decisions about program safety, participants and personnel.

Supervision Received: Works under the direction of the Aquatics Director. Assumes moderate responsibility for achieving beach and program objectives. Works with considerable latitude for independent judgment and action.

Supervision Given: Has supervisory responsibility for all aquatics employees. Participates in hiring of staff and provides feedback for performance evaluations administered by the Aquatics Director. Performs all Aquatics Director's duties in his/her absence.

Job Environment:

Work is performed in outdoor conditions with moderate to loud noise and frequent interruptions.

Will have occasional exposure to inclement weather, sand, sun and other adverse elements; high levels of noise and some exposure to gas and irritating chemicals.

Essential Functions:

Assists in the Management and supervision of all seasonal beach staff including Lifeguards, Sailing Instructor, Snack Hut Attendants and Swim Instructors.

Aids in closing of all Town Beaches, and the cancellation of swim lessons due to inclement weather.

In the event of a closing, takes direction from the Aquatics Director to coordinate the contact of all swim lesson participants to notify them of the cancellation, and schedules make-ups.

Assists the Aquatics Director in training of all Aquatics staff and conducting in-service trainings throughout the season.

Aids in the collection and submission of all Aquatics staff time sheets to the Director of Parks, Recreation and Community Education on a bi-weekly basis.

Maintains, analyzes and submits all pertinent records with respect to swim lesson participant rosters and certifications, staff discipline reports, staff evaluations, parent correspondence, beach maintenance logs and incident reports to the Director of Parks, Recreation and Community Education.

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Aids in the collection of all swim lesson participant rosters acquired from the Director of Parks and Recreation prior to the start of the first swim lesson scheduled each week.

Responds to public inquires regarding Town Beach areas, swim lessons, and lifeguard staff; refers the public to the Director of Parks, Recreation and Community Education for further assistance, when necessary.

Aids in the maintenance of all Town Beach areas, including restrooms, and reports any defects to the Director of Parks, Recreation and Community Education and/or Parks Department personnel where applicable.

Recommended Minimum Qualifications:

Education, Training and Experience:

Must be at least 19 years of age, and have at least 2 years supervisory experience within the Aquatics field. Successful completion of American Red Cross' "Head Guard" course preferred. Must hold current American Red Cross Lifeguard Training certification, Water Safety Instructor Certification and current First Aid/CPR/AED for the Professional Rescuer certification.

Special Requirements:

Current American Red Cross and/or American Heart Association First Aid/CPR/AED for the Professional Rescuer certifications; American Red Cross Lifeguard Certification required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must lift/move objects weighing up to 35 pounds. Must be able to access all beach and waterfront areas including deep docks and sailboat moorings. Must be able to work and handle motor on boat and have working knowledge of sailing and sailing principles. Manually operate all beach and snack hut equipment. Vision and hearing at/or correctable to normal ranges. Must be able to meet all physical requirements designated for Lifeguards by the American Red Cross *Lifeguarding Today* Course recognized nationally.

Duties also include supervision of camp children and public beach-goers. Must meet the minimum age requirement to be considered eligible for employment.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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