



## Headguard

### Job Summary

This is a seasonal position, beginning in April and concluding in September. Headguards will have direct supervising responsibilities over the day-to-day operations of the Meadows Place Pool, under the Recreation/Aquatic Coordinator.

### Essential Job Duties and Responsibilities:

- Regular and timely attendance as scheduled.
- Responsible for ensuring our members, guests and customers a safe and clean aquatic facility.
- Supervising the Meadows Place Pool aquatic staff in accordance with the prescribed hours of operation, duties and responsibilities.
- Responsible for overseeing the enforcement of established facility rules, regulations and policies.
- Headguard is expected to interact with our members and guests, elicit information regarding customer satisfaction and service and to relay that information to the Recreation/Aquatic Coordinator.
- Headguard is expected to set a professional example at all times.
- Required to effectively manage the opening of, the routine maintenance, issuing and receiving equipment & supplies and the securing the facilities and amenities upon closing.
- Assist in the promotion, implementation, and evaluation of special programs and activities and assist with the youth swimming lessons.
- Responsible for ensuring customer service policies and procedures are consistently followed by all Meadows Place aquatic staff.
- Expected to possess a general knowledge of preventative lifeguarding, pool rules and regulations pertaining to the Meadows Place Pool and a basic knowledge of the mechanical systems relative to facility and aquatic operations.
- Interacts with the public, staff, and contract personnel to assist the same in all relative facets of the Meadows Place Pool operations.
- Expected to maintain their physical condition, as to be able to effectively perform their prescribed duties and responsibilities.
- Reports to work as scheduled/directed and reports to work free from the effects of illegal drugs or alcohol. Must not be impaired due to use of prescription drugs.
- Attend job skills and sensitivity training provided by Meadows Place.
- Reports to the Recreation/Aquatic Coordinator.

### Minimum Education and Experience:

- Minimum age of 17.
- Have at least 2 years lifeguarding experience. First aid/AED and lifeguard certified

- Must have good oral and written communication skills and the ability to deal effectively with the public.
- Must possess excellent customer service skills.

**Salary:**

- \$9.50 - \$11/HR DOE

**Closing**

March 22, 2019

**For questions regarding the position, please contact Leigh Ylanan at [lylanan@cityofmeadowsplace.org](mailto:lylanan@cityofmeadowsplace.org).**