

## **Headguard Job Description**

### **Job Summary**

This is a seasonal position, beginning in May and concluding in September. The Headguard will have direct management responsibilities over the day-to-day operations of the Meadows Place Pool in the Pool Supervisor's absence. Reports to Pool Supervisor and Aquatic Coordinator.

### **Essential Job Duties and Responsibilities:**

- Enforce all pool rules stated on rule board
- 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 and within the approved budget
- Responsible for overseeing the enforcement of established facility rules, regulations and policies.
- Expected to interact with our members and guests, elicit information regarding customer satisfaction and service and to relay that information to the Aquatic Coordinator.
- 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.
- Responsible for ensuring customer service policies and procedures are consistently followed by all Meadows Place aquatic staff.
- Expected to possess an extensive 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 general public, staff and contract personnel in an effort 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.
- Assist Pool Supervisor in all required in-service trainings for Meadows Place aquatic staff.
- 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.
- Participate in City Events (some are mandatory)
- Other duties that may be assigned as needed.

### **Minimum Education and Experience:**

Previous lifeguard/headguard experience with at least 1 year progressive management experience, preferably involving supervision of subordinate personnel and cash management.

- Minimum age of 17 years old
- Lifeguarding experience and certifications required.
- Must have good oral and written communication skills and the ability to deal effectively with the public.
- Must possess excellent customer service skills.

### **Headguard-\$15/HR**

To apply please go to <http://cityofmeadowsplace.org/government/job-opportunities/>

For questions regarding the position, please contact Nick Garza at [Parks4@cityofmeadowsplace.org](mailto:Parks4@cityofmeadowsplace.org)

**ACCEPTING APPLICATIONS UNTIL POSITION IS FILLED**