

**Job Title:** Lifeguard/Swim Coach  
**Job Classification:** Swim Coach I-III  
**Pay Rate:** Grade 3 – 5 DOE (\$17.17/hr. – \$26.21/hr.)  
Full-Time Position with Full Benefits  
**Department:** Aquatic Center  
**Immediate Supervisor:** Aquatic Center Manager  
**Date Revised:** April 24th, 2022

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### **Position Summary**

Under the direction of the Aquatic Center manager and or Head Lifeguard the Lifeguard/Swim Coach is expected to lifeguard for various swim sessions, provide safety services, perform cashier duties and give general direction to pool staff. Lifeguard/Swim Coach will teach swimming lessons and skills according to the American Red Cross requirements; will also act as Swim Coach for the local swim club.

### **Lifeguarding Duties & Responsibilities**

- Provides lifeguarding services as directed.
- Moves into/out of lifeguarding chair for lifeguarding services.
- Instructs swimming lessons in accordance with American Red Cross or other City of Craig standards.
- Provides quality customer service to the public through all forms of communication.
- Maintains current knowledge about the facilities programs, classes, and rates.
- Oversees safe operation of the pool facility including, but not limited to, ensuring all lifeguards are competent and familiar with all safety and emergency action plans.
- Monitors and regulates pool and spa conditions for safe swimming and pool use in order to prevent accidents and minimize/eliminate hazardous conditions and situations in accordance with state and federal regulations.
- Provides guidance and direction to pool staff and volunteers.
- Responds quickly and effectively to all emergency situations in the water and other areas of the aquatic center facility.
- Conducts walk-throughs of the facility to ensure cleanliness and safety.
- Contributes to the general cleanliness, maintenance, and operation of the Craig Aquatic Center facility to a satisfactory level.
- Performs water tests as assigned
- Assists in annual cleaning, repair, and maintenance of the aquatic center facility.
- Shall be available to answer questions, fill in as needed, and respond to emergencies.

- Performs all other duties as assigned.

### **Coaching Duties & Responsibilities**

- Lifeguard/Swim Coach shall be directly responsible for supervising all assistant coaches for the swim club and encourage volunteer assistants.
- Maintains records which include attendance of club members, progress reports for each club member, and swim meet registration(s).
- Monitors skill development and performance of each club member and instructs them in activities for improvement.
- Attends and participates in Board of Directors and parents group meetings, when meetings do not interfere with Lifeguarding duties.
- Schedules pool facilities for use by the club.
- Sets goals, projects, and skill development plans for the club season.
- Plans daily schedules for practices and workouts.
- Travel with, and coach, the swim club members; this is usually not a part of the regular weekly schedule. Travel time shall be recognized as a part of employment and shall be considered as part of a “regular work day” within his/her regular work week.
- The City Of Craig will provide wages and benefits for the Lifeguard/Swim Coach to work as a lifeguard at the Craig Aquatic Center and to act as Swim Coach for the club including swim club business during the regular work week for up to 18 hours per week unless Lifeguard/Swim Coach is traveling for a swim meet.
- Lifeguard/Swim Coach will be compensated for travel time in accordance with the City of Craig policy (up to 8 hours to and from swim meets).  
**\*\*Note: Coaching duties shall come secondary to Lifeguard position.**

### **Qualifications**

- High school diploma or equivalent preferred.
- Must have a minimum of three (3) years’ experience lifeguarding.
- Must be a self-motivated employee and able to work without close supervision.
- Ability to swim 300 yards without stopping; ability to swim 50 yards and retrieve a ten (10 pound) brick from the deep end of the pool in less than 1 minute, 40 seconds.
- Ability to manage and use swim meet equipment, including a System 5 Timing Unit and Workout Manager Hytek software preferred.
- Computer skills including word processing, spreadsheet applications and Microsoft Publisher are preferred.

### **Certifications**

Must possess the following valid certifications; all certifications must remain current for the duration of employment:

- American Red Cross Lifeguarding and First Aid CPR/AED
- American Red Cross Water Safety Instructor (WSI)(obtain Within 6 months)

- American Red Cross Safety Training for Coaches
- Certified Pool Operator preferred, or the ability to acquire certification within one (1) year of hire.
  - *Note: City of Craig will provide opportunity for training/taking exam for CPO certification; this position will need to acquire and maintain a valid CPO certification throughout duration of employment with City of Craig.*

### **Supervision**

Lifeguard/Swim Coach works under the general supervision of the Aquatic Center Manager and under the direct supervision of the Head Lifeguard.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Demands**

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. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment**

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. The noise level in the work environment is usually moderate to loud.

### **AAP/EEO statement**

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age(40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

**Position & Benefits**

This is a full-time, hourly position with the City of Craig. Full medical, retirement, and leave benefits apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

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**Printed Name**

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**Employee Signature**

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**Date**

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**Director**

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**Date**