

HELP WANTED

City of Oconto Falls Beach

Seasonal Head Lifeguard/Swim Instructor

City of Oconto Falls, WI

\$15-16.00 an hour

Seasonal: (May to September)

MINIMUM POSITION QUALIFICATIONS REQUIREMENTS:

Experience: At least one year managing an outdoor aquatic facility-*preferred*; Experience with Swim Lessons, Customer Service, Cash Handling.

Certifications/Licenses: Valid American Red Cross Lifeguard/CPR/AED/First Aid Certification; American Red Cross Lifeguard Instructor Certification-

Other Requirements: Must be at least 16 years of age

Objective:

The Head Lifeguard is responsible for assisting in the planning, promotion, development, coordination and supervision of beach facilities, programs, and staff.

Relationships: Reports to: Beach Supervisor

Works with seasonal employees on a regular basis and communicates with other division employees, professional staff, lifeguards, Beach patrons, and the public.

Knowledge of: water safety principles and emergency procedures.

Skill in: Providing necessary emergency care and leading and directing staff.

Ability to: Follow City & Life Guard policies, work independently, and make sound decisions.

Communicate effectively, both in verbal and written form and to follow verbal and written instructions.

Establish and maintain effective working relationships with city employees, department professionals, staff, customers and the general public.

Work evenings, weekends and holidays as needed.

Understand, follow and perform duties as required of emergency action plan and to swim 500 yards

Job Description:

The Head Lifeguard is responsible for the planning, promotion, supervision, operations, and administration of swimming lessons and Lifeguards. The individual will work in conjunction with the Beach Supervisor and in their absence to supervise beach, patrons lifeguard, uphold rules, regulations and policies of the facility.

Special work emphasis of this position will be in the areas of: facility and staff safety training, emergency procedures, personnel administration, front end operations, swimming lessons, and concessions.

The Beach Supervisor or Administrator may assign Head Lifeguard to perform specific beach work functions as needed. At a minimum, the position will require 35 hours per week.

Essential Duties

Personnel

Assists Beach Supervisor in recruiting, selecting, training, scheduling, supervising, and evaluating of all Beach Staff and programming.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Demonstrates a desire to mentor and train fellow staff to achieve a high standard of professionalism and safety.

Coordinate with Beach Supervisor on fair and equitable work schedule with to cover all hours of Beach operation, part of duty is covering lifeguard shift.

Maintain positive working relationship with staff and other employees.

Creates and maintains accurate records of attendance, accident reports, passes sold, and maintain maintenance and state health records.

Ensure lifeguards accurately complete timecards and submit to Beach Supervisor for approval by end of week. Coordinate with Beach Supervisor on requests for substitutions or time off requests and Ensure lifeguards submit time off requests with time sheets.

Ensure Lifeguards follow personnel policies, mediate staff disputes and, if necessary, recommend disciplinary action to the Beach Supervisor.

Communications

Have excellent communication skills, decision-making skills, and a confident ability to speak.

Communicate effectively with Beach Patrons, Lifeguards, and Beach Supervisor/Administrator concerning all beach issues and/or needs.

Operations

Be knowledgeable of Beach rules and enforce them with the public and provide good customer service.

Responds to emergency situations with composure and follows established guidelines for the appropriate response.

Performs building security duties such as opening and closing of the facility. Conducts needed staff training and emergency procedure drills.

Assists Beach Supervisor with Beach Opens secures, and cleans program areas before and after program use; prepares program areas for scheduled recreational activities and events.

Performs daily inspections to ensure the beach and pavilion facilities is in a safe, operable condition.

Trains staff on, distributes, and enforces policies and procedures.

Coordinates summer swimming lessons with guidance from the Beach Supervisor or Administrator.

Provide excellent customer service to patrons.

Assist with the daily operation and supervision of lifeguards to ensure operation of a clean pavilion area, lifeguard room, bathrooms, beach, park and parking lot.

Assists concessions staff with day-to-day operations. Completes accurate cash count and nightly deposit. Coordinate with Beach Supervisor on making deposit to city hall.

Assist Beach Supervisor ensure concessions are staffed and inventory current. Money must be counted, recorded and deposited daily.

Works with Beach Supervisor on beach closure due to inclement weather. Coordinate with City Hall to announce the closings.

Communicate routinely with Beach Supervisor on beach operation matters.

Send incident reports to the Beach Supervisor on same shift. If emergency arises, notify Beach Supervisor or Administrator immediately.

Assist Beach Supervisor in tracking First Aid records and complete accident reports (Manager binder in office)

Swim Lessons

Assist with maintenance of records of Swim Lessons participants daily attendance and program participation totals.

Track lifeguards swim lesson training records on instructors time, classes taught, participants and update them regularly.

Document all incidents and problems fully

Ensure all safety protocols are followed

Communicates effectively with the School DPI Liaison and Beach Supervisor on the Swim lessons.

Other duties as assigned

Follow City/Department/Division policies, work independently, and make sound decisions.

Communicate effectively, both in verbal and written form and to follow verbal and written instructions.

Establish and maintain effective working relationships with city employees, department professionals, staff, customers and the general public.

Work evenings, weekends and holidays as needed.

Understand, follow and perform duties as required of emergency action plan and to swim 500 yards.

Always maintain a positive behavior and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.

Work effectively as part of a team and to lead and direct staff.

Interact with a diverse group of individuals.

Comply with all safety policies, practices, and procedures, and report all unsafe activities or conditions to supervisor.

Always maintain a positive behavior and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.

Work effectively as part of a team and to lead and direct staff.

Interact with a diverse group of individuals.

Comply with all safety policies, practices, and procedures, and report all unsafe activities or conditions to supervisor.

Supplemental Information

EQUIPMENT, INSTRUMENTS AND MACHINES:

Equipment used includes, but not limited to, concessions equipment, first aid, and CPR/AED supplies.

PHYSICAL FACTORS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

Must have the physical ability to respond appropriately in emergency situations.

Work will take place in an outdoor environment and varying types of weather, including possibility of high heat and humidity and cold air and chilly water.

Working conditions involve occasional exposure to dirt, dust, and moisture.

Perform various activities, which may include, but not limited to: Semi-reaching to full-reach overhead, crouching, kneeling, bending, twisting, turning, and lying on stomach and/or back.

Must be able to sit or stand and move for long periods of time.

See and observe all sections of an assigned area of responsibility, with or without reasonable accommodation.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position, or is responsive to the needs of the City of Oconto Falls.

APPLICATION INFORMATION:

Employment Season: Memorial Day to Labor Day. Able to work duration of the program as assigned by supervisor

Work Location: Eastside Beach, 631 N Main St., Oconto Falls, WI 54154

To apply please complete City of Oconto Falls Employment application, include copy certifications of at www.cityofocontofalls.com . or paper applications can be obtained at City Hall, 500 N Chestnut Avenue. Completed applications with certifications can be emailed to info@ci.ocontofalls.wi.us or dropped off at City Hall.