

## **JOB DESCRIPTION – CLARENDON HILLS PARK DISTRICT**

**Title:** Lifeguard  
**Reports To:** Aquatics Recreation Supervisor, seasonal pool managers  
**Department:** Recreation (Lions Park Pool)  
**Employment Category:** Seasonal  
**Class:** Non-Exempt  
**Revision Date:** 12/1/25

### **JOB SUMMARY**

The lifeguard's primary responsibility is to safeguard and protect the pool patrons against all accidents. Lifeguards must deliver quality recreational services for all visitors by adhering to all the district's policies and procedures while using exceptional customer service. Responsibilities include performing lifeguard duties and cleaning and maintenance duties of the pool and the surrounding area(s).

### **HOURS**

Average of a minimum of 20 hours per week; maximum 40 hours per week. The lifeguard will need to be able to work during open swim hours, swim lessons, rentals, special events, swim team home meets, or any other event/operation held at Lions Park Pool. No employee will be allowed to work over 40 hours per week without the Superintendent of Recreation's approval. Always be punctual and on time.

### **QUALIFICATIONS:**

- Lifeguards are required to have a valid Ellis & Associates Lifeguard Certification before employment begins. Once a license is created, that candidate will be eligible for employment.
- Must be at least 16 years old before lifeguarding the facility.
- Must be able to work weekdays, weekends, and holidays.
- Be in good physical condition; be dependable, alert, and enthusiastic.
- Exhibits a friendly and pleasant attitude conducive to working with the public.
- Must be able to demonstrate competence and ability according to current Park District standards.
- Able to meet a minimum of 20/30 uncorrected or best-corrected binocular vision.
- A Criminal Background Check will be conducted on each employee before hiring is finalized.

### **RESPONSIBILITIES:**

- Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
- Always maintain the 10/20 protection standard and five-minute strategy while in a scanning position. Never look away from or turn your back to the pool while in a scanning position unless your area is covered, or you are activating the EAP.
- When changing stations, one lifeguard should always be scanning the pool.
- Promptly report to management all unsafe actions, practices or conditions observed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Be knowledgeable and understand the Park District's policies and procedures and ensure that they are always adhered to.
- Act in a mature, responsible way in all aspects of the job.
- Attend all pre-season training as directed, in addition to the required amount of in-service training as dictated by aquatic management.
- Adhere to all Ellis & Associates Comprehensive Aquatic Risk Management Program guidelines.
- Prevents accidents by eliminating hazards and hazardous behavior from the facility.

- Be prepared to rescue, resuscitate, and give first aid without further endangering the injured person(s). Responds to emergencies according to accepted policies and procedures of the Park District, Ellis & Associates, and the aquatic profession.
- Must comply with the Park District's Dress Code by coming to work in clean uniform. Must wear staff swimsuit, staff shirt, hat/visor, and whistle while on duty.
- Safeguard all persons from injury or drowning through alertness, being helpful and friendly to patrons, and firm, courteous enforcement of pool rules.
- Be familiar with the location of all emergency equipment and first-aid supplies.
- Know and enforce all pool rules and regulations by using common sense and judgment.
- Know the emergency action procedure to be followed in case of an accident and/or drowning.
- Know lifeguard rotations and responsibilities of each lifeguard station.
- Adhere to time clock procedures and keep accurate and neat record of time worked.
- Perform daily cleaning assignments for the facility as directed by pool management staff or those persons acting in authority. Daily cleaning assignments responsibilities include but are not limited to; removing garbage and debris from the pool deck, vacuuming the main pool, , power washing pool area and concessions as needed, washing and waxing waterslide as necessary, skimming debris off the pool surface, scrubbing scum line and cleaning pool grates. Clean bathrooms, lobby, locker rooms or deck area as directed.
- Immediately report any broken safety or mechanical equipment to management.
- Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
- The district encourages its employees to "take ownership" of the district. As such, it shall be the responsibility of all Park District employees to pick up litter throughout the buildings, grounds, and facilities of the district.
- Assist other employees with their responsibilities as directed and needed.
- Maintain flexibility regarding scheduling of hours due to rentals and special events and assist with both as needed.
- Responsible for scheduled shifts and as necessary securing qualified substitutes.
- Assist with swimming lessons or other programs as assigned.
- Perform other related duties and/or special projects as assigned.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Personnel and Employment Policy and the Lions Park Pool Aquatic Staff Manual.

#### **PSYCHOLOGICAL CONSIDERATIONS:**

- Position requires person to work in high humidity and diverse weather conditions.
- Position requires quick and accurate response to emergencies.
- Position requires dealing with demands of keeping the swimmers safe.

#### **PHYSIOLOGICAL CONSIDERATIONS:**

- Must be able to lift a person from the water using a lifeguard style backboard.
- Use a lifeguard tube to perform rescues and help patrons in the water.
- Be able to lift 50 Lbs.
- Certain emergency situations and training activities require Lifeguards to move quickly over wet and slippery surfaces and dive to depths of 12 feet.
- While performing the duties of this job, some bending, kneeling, and reaching items off floor and high shelves is required.
- Climb ladders to reach guard chairs and to enter/exit the pool.
- Ability to stand for sustained periods on the pool deck and slide and dive towers.
- Able to swim and enter the pool at any given time.

- Strong voice to be heard over pool noise.

#### **ENVIRONMENTAL CONSIDERATIONS:**

- Worker performs most activities outdoors in an aquatic setting. Worker will be exposed to outside weather conditions throughout the summer.
- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions.
- May be exposed to hazardous conditions when performing maintenance duties.
- Pool facility floors may be slippery.

#### **COGNITIVE CONSIDERATIONS:**

Worker must be able to respond to emergency situations in the correct manner, understanding procedures and personnel policies. Worker must be able to demonstrate and perform leadership, instructional and communications skills.