

**THE ARENA CLUB**  
**Job Description**

**Job Title: Head Guard**  
**Reports to: Aquatic Director**  
**Date: April 25, 2016**

**Position Summary:** Under the supervision of the Aquatic Director the Head Guard is responsible for the safety, cleanliness, and operation of the swimming pool during operating hours. The primary function of the Head Guard will be to safeguard the health and safety of The Arena Club members, class participants, and guests.

**KNOWLEDGE, SKILLS/CERTIFICATIONS AND ABILITIES:**

**Education:** Current Lifeguard, CPR, First Aid, AED and Oxygen Administration & Pool Operator's license per city/county regulations required.

**Experience:** Minimum 2 years as Lifeguard

**Working Conditions:** Exposure to some chemicals; hot humid environment.

**Equipment Used:** Pool rescue equipment, extension poles, ring buoys, rescue tubes. Water testing chemicals. Cleaning supplies and equipment, including floor scrubbers, mops, buckets and brooms.

**ESSENTIAL FUNCTIONS:**

- Reports to work appropriately attired in sufficient time to prepare lifeguarding shifts, as required.
- Assists with enforcing staff policies and rules
- Conducts safety checks of the pool and surrounding area at regular intervals as assigned by Aquatics Director.
- Responsible for safety of all swimmers during shift and for the interpretation and enforcement of all pool rules.
- Responsible for chemical reading of pool conditions according to bathing code. Adjusts pool as necessary.
- Assigns staff to maintenance/housekeeping duties as needed
- Ensures staff are following rotations and are consistent with enforcing the rules
- Takes lead on deck and deals with issues to the best of their ability and gets a manager when they need to.
- Responsible for the upkeep of the pool area and equipment and notifying supervisor of any needed repairs or adjustments
- Assists with monitoring staff certifications; and managing scheduling of lifeguards.
- Responsible for presenting a positive, professional image of The Arena Club to members and guests and for providing outstanding member service through information, service, and courtesy at all times.
- Responsible for the implementation of emergency procedures as needed for major and minor incidents including medical problems and conditions requiring the pool to close.
- Helps to plan and conduct aquatic staff meetings. Assists guards and instructors in securing qualified substitutes well in advance of my absences, notifying supervisor of coverage of missed shifts.
- Weekends hours are required.

**This job description is not an expressed or implied contract, and The Arena Club the right to change this job description as necessary.**

**Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of \_\_\_\_\_ at The Arena Club**

**Incumbent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Revised \_\_\_\_\_**