

PHILLIPS EXETER ACADEMY



TITLE:	Lifeguard
LOCATION:	Athletic Center
REPORTS TO:	Aquatics Manager
STATUS/HOURS:	Part-time. Schedule may vary according to departmental and Academy needs, including early mornings, evenings, weekends, and holiday hours.
FLSA:	Non-Exempt
CLASSIFICATION:	Support Staff

Position Purpose

Responsible for the health, safety and welfare of those using the Academy's swimming pool. Major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents at the Academy's swimming pool. Ensures the safety of patrons by preventing and responding to emergencies.

Key Accountabilities

- Maintain constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provide emergency care and treatment as required until the arrival of emergency medical services.
- Maintain proficiency in CPR, first aid and use of AED.
- Present professional appearance and attitude at all times, and maintain a high standard of customer service.
- Prevent injuries by minimizing or eliminating hazardous situations or behaviors.
- Identifies and reports equipment failures or replacement needs to direct supervisor.
- Responsible for upkeep of equipment, including cleaning kick boards and pull buoys.
- Test water for proper pH levels, as assigned.
- Assist Aquatics Manager and swim team coaches with set up for Water Polo games and swim meets.
- Enforce facility rules and regulations.

Degree of Independent Action Performed

Incumbent is expected to work with a high level of independence and autonomy, and exercise a high degree of initiative, influence, and judgment in decisions impacting staff and department operations.

Expected to solve problems or address issues that require immediate attention.

Direct/Indirect Reports

None.

Internal & External Contacts

Frequent contact with students, Dean of Students office, PEA administrative and academic offices, faculty, coaches, and staff. External contacts may include parents, outside organizations, visitors and local community neighbors.

Position Requirements

Education

- High school diploma or GED is preferred.
- Some college experience is helpful.
- Must possess a Red Cross Advanced Lifesaving certificate and CPR certification, required every 2 years.

Experience

- Experience in an academic institution preferred.
- Experience working with adolescents in an educational setting is preferred.

Skills & Knowledge

- Must possess skills in the application of lifeguarding surveillance and rescue techniques, as well as knowledge of CPR and emergency medical procedures.
- Must be able to react calmly and effectively in emergency situations.
- Ability to physically and mentally act quickly in emergencies.
- Knowledge of water hazards, lifesaving techniques and first aid.
- Ability to recognize hazardous situations and adopt effective courses of action.
- Ability to engage positively with students, employees, and guests.
- Ability to work a flexible schedule including extended hours, weekends, and holidays.
- Working knowledge of various sports equipment used in swimming pools.
- Strong interpersonal skills with ability to develop and maintain collegial relationships.
- Excellent communication (written and verbal) skills.
- Demonstrated ability to work with students by building trust and credibility.
- Excellent analytical and problem solving skills as well as a strong customer focus.
- A strict adherence to confidential policies is required.
- Ability to work independently and handle multiple priorities and deadlines simultaneously.
- Possess basic computer skills.
- Willingness and ability to learn additional applications as needed.
- High degree of organizational skills with the ability to be flexible and multi-task with accuracy.
- Ability to follow verbal and written directions, maintain a professional demeanor and restraint at all times, including stressful situations.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.

Physical Requirements

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.

1. Physical demands are in excess of those for sedentary work and will require the ability to remain standing for extended periods of time, go up and down flights of steps, lift and push heavy carts as well as stoop, squat, bend, kneel, crouch, and lift.
2. Physically able to act quickly in emergencies.
3. Ability and dexterity to grasp and grip and safely operate pool equipment.
4. Ability to properly extract victims from the pool to the deck.
5. Reaching by extending hand(s) or arm(s) in any direction.
6. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard.
7. Communication skills using the spoken and written word.
8. Ability to see with normal parameters.
9. Ability to hear within normal range.
10. Expert level swimmer.

Additional Requirements

1. Successfully complete a criminal background check (**reviewed every 3 years**).
2. Clean Driving record (**reviewed annually**).
3. Successfully complete a pre-employment physical/health screening examination, which may include a drug screening (position dependent).