



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Parks and Recreation

Location: Tuscora Park

Job Title: Lifeguard

Reports To: Superintendent, Parks and Recreation

Supervises: N/A

Hours: As scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Performs clerical support to the Superintendent and acts as a liaison between with the general public and City employees.

EDUCATION REQUIREMENTS

- High school diploma (or in-process), GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
 - Basic computer skills.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Certification in lifeguarding and CPR from any accredited lifesaving course (i.e., YMCA, American Red Cross, etc.)
- Reliable, mature, courteous, and dependable work ethic with demonstrated leadership attributes.
- Ability to lift at least 50 pounds on a consistent basis.
- Excellent physical condition and stamina.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:		
<ul style="list-style-type: none"> • Engages with the general public to earn their respect and cooperation in concert with application of all rules and regulations set forth by the Park and Recreation Board; enforces same in a courteous and respectful manner. • Uses a team approach when collaborating with other lifeguards to achieve optimal service to pool patrons by applying all rules and regulations set forth by the Park Board and Superintendent. • Rotates all chair and rover positions on an hourly basis. • Exhibits positive and exceptional communication skills with the general public by using appropriate tone of voice, body language, and demeanor. • Embodies cultural diversity and exhibits same to all patrons of the Park and Pool areas. • Defers any general public problematic situations to the Superintendent, Assistant Superintendent, or Park Police for resolution. • Announces 10 minute breaks on a consistent basis. • Assists office personnel when needed to accept tickets from patrons and answering phones. • Cleans the pool deck and surrounding areas of trash once or twice a day to ensure a clean and safe facility. • Responds to severe weather alerts and announces pool evacuation to the general public. • Performs other work or duties assigned by supervisor. 		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Displays the necessary skills in the safe operation of equipment, per job description. • Displays interpersonal skills when interacting with the public-at-large; demonstrates discipline when communicating by the use of a calm and focused demeanor when interacting with co-workers and customers. • Displays discipline and focus in the work environment. • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to maintain working relationship with other workers. • Ability to work independently and is self-supporting. • Must update skills as required. • Can be expected to work at any time. 		
REVIEWED BY	Rod Miller	<i>Title:</i> Superintendent
APPROVED BY	Joel B. Day	<i>Title:</i> Mayor

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