

Town of Pelham Parks & Recreation

Job Title: Lifeguard

Department: Parks & Recreation

Weekly Hours: Seasonal	Salary: \$12/hr	Union:	Non-Union: x
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Position Overview:

Temporary / seasonal position with the Parks and Recreation Department. To ensure public safety of all patrons by enforcing the beach rules. To keep waterfront clean of debris and must be alert and prepared to guard every time he or she is on the schedule.

Supervision Received:

Direct supervision by the Waterfront Director

Supervision Exercised:

Beach patrons including PVMP Summer Camp campers and Town residents.

Principal Duties & Responsibilities:

- Rake the beach every day before opening;
- Guard shack should be kept clean and organized;
- Complete daily logs after every shift, recording the number of people and the condition of the water;
- Must protect and maintain all Recreation Department property, equipment and materials;
- Assure that safety devices are ready to be used at all times;
- At all times, must wear proper lifeguard uniform as designated by Recreation Department.

Responsible for the following record keeping:

- Daily attendance;
- Accident reports;
- Responsible for checking patrons for their beach passes;
- Responsible to collect money from patrons for day passes;
- Keeping records of use of kayaks and paddleboards;
- Fill out weekly time sheets;
- Responsible to make recommendations to Waterfront Supervisor in regard to disciplinary actions that should be taken against staff or public users;
- Must attend staff orientation week as well as the weekly staff meetings.

Qualifications & Skills:

- Must be at least 16 years of age;
- Prior experience working with school age children preferred;
- Knowledge of a variety of recreational activities;

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- Ability to follow instructions.

Minimum Qualifications & Skills Required:

- Certified in Basic First Aid and CPR and AED (or the ability to be certified prior to the start the summer season);
- Must have valid lifeguard certification;
- Prior experience helpful but not mandatory;
- Must be reliable and dependable;
- Must be courteous and punctual;
- Must be professional in appearance;
- Ability to establish and maintain effective working relationships with other Town officials, Town employees, State and Federal authorities, subordinates, contractors, and the general public;
- Or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Activity/Cognitive/Sensory Requirements:

- May be regularly required to exert physical effort, e.g., lifting and carrying heavy materials (over 20 lbs.).
- May be required to work outdoors under extreme of heat, cold, rain.

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties as agreed/negotiated to meet the ongoing needs of the department and/or Town of Pelham. The Town is an equal opportunity employer. Email kcarr@pelhamweb.com or call 603-635-2721.*