

**East Central University**  
**Job Description**

**Job Title:** Lifeguard  
**Department:** Tommy Hewett, M.D. Wellness Center  
**Reports To:** Wellness Center Director

**Essential Duties and Responsibilities:**

- Monitor and enforce pool rules and policies
- Complete daily checksheets and perform duties as directed to maintain a clean, organized, and safe facility
- Inspect the facility daily and report any unsafe conditions, equipment in need of repair, or facility maintenance problems to the director
- Complete incident reports immediately and notify the director of any accidents, rescues, or problems that arise
- Maintain constant surveillance of patrons in the facility
- Recognize emergencies and respond immediately and appropriately to secure safety of patrons
- Administer emergency, first aid, and life saving protocols
- Open and close facility as needed
- Know how to engage facility's evacuation procedures and emergency action plan for a single guard facility
- Answer patrons' questions and follow up on requests
- Attend all scheduled meetings and in-services
- Present a professional appearance and positive attitude at all times
- Maintain a high standard of customer service
- Maintain a timesheet of number of hours worked
- Call director if unable to report to work as scheduled and find a substitute to work shift if planned absence is necessary
- Perform other various essential functions and miscellaneous duties as assigned

**Qualifications:**

- Current lifeguard, CPR, and first aid certification
- Thorough knowledge and application of lifeguard surveillance and rescue techniques
- Ability to react calmly and effectively in emergency situations
- Maintain a good level of physical fitness
- Reliable, responsible, and mature
- Self motivated, takes initiative and is able to work without supervision
- Dedicated to working as a team player and maintaining a positive attitude
- Must be able to work some early mornings, evenings, weekends, holidays, and breaks

**Physical Demands:**

- Ability to sit, bend, stoop, kneel, and reach with hands and arms on a regular basis.
- Attentiveness to visual and audible cues for recognition of swimmers in distress
- Must be able to lift and/or move up to 45 pounds on a regular basis and on occasion will be required to lift and/or move in excess of 45 pounds