



# JOB DESCRIPTION

---

---

DATE: January 2019

**JOB TITLE:** Lifeguard

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Pool Management

**STATUS:** F/T Seasonal

**HRS/WK:** 15-40 hours per week

**SCHEDULE:** Varies, weather conditions may affect minimum hours per week

---

## **1. SUMMARY**

Under the direction of Pool Management, responsible for the life, safety, welfare and enjoyment of Westfield Memorial Pool & Aquatic Complex members and guests while inside the facility. Work is performed under general supervision of Pool Management.

## **2. WORKING CONDITIONS**

Work is performed at the Westfield Memorial Pool & Aquatic Complex—outside weather conditions. May be exposed to heat, cold, wet or humid conditions.

## **3. ESSENTIAL FUNCTIONS**

- Must be dressed in proper staff attire.
- Observes bathers on assigned sections of bathing areas according to the rotation set by the Head Guard/Manager.
- Must attend and participate in all in-services. If absent, it is required to make up in-service.
- Rescue bathers using proper rescue equipment.
- Lifeguards are required to be on duty whenever there is a swimmer or potential swimmer.
- Be at assigned station on time and remain at the station until relieved by another certified lifeguard.
- Keep an eye on the person who is shoved into the water unexpectedly through horseplay.
- Keep eyes moving, scan specific swimming area, and remember to check directly under feet
- Administer artificial respiration, resuscitation and first aid treatment proper to the arrival of emergency medical staff.
- Administer basic first aid in non-emergency situations.
- Inform bathers of restrictions within the bathing area.
- Maintain rescue equipment in preparation for immediate response.
- Enforce all established rules and regulations.
- Keep the pool deck area clean and free from hazards.
- Follow appropriate reporting procedures for accidents and incidents.
- Take initiative when an emergency arises or there is an unsafe situation.
- Report any conditions that may be unsafe to the Pool Manager on duty.
- Assist in maintaining a clean pool, lifeguard room, and first aid room.
- Clean bathrooms and empty trash receptacles when the pool opens, closes, and when asked by management.
- Perform other duties as assigned by Management

#### **4. KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of water rescue methods and techniques.
- Knowledge of and ability to administer first aid and life resuscitation (CPR) techniques and Automated External Defibrillator (AED).
- Knowledge of the surveillance methods used to recognize and prevent injuries in bathing areas.
- Knowledge of water rescue equipment and the ability to maintain such equipment.
- Ability to enforce swimming regulations.
- Ability to swim in accordance with certification standards.
- Ability to remain calm during water-rescue operations.
- Ability to positively interact with the general public.
- Ability to teach young children.
- Must be able to remain alert with no lapses of consciousness.
- Must be able to sit for extended periods of time, including in an elevated chair.
- Must be able to project voice for long distances.
- Must be able to hear and recognize noises and distress signals in the pool environment.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Must lift, move and carry up to 50 pounds. Requires occasional handling and maneuvering of persons in excess of 100 pounds.
- Must be able to follow direction.
- Ability to work in outside weather conditions which may include exposure to heat, cold, wet or humid conditions.
- Ability to establish and maintain effective, positive working relationships with co-workers, supervisors, officials, the public, etc.

#### **5. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

**Licensing and/or Certifications:** Must hold current Lifeguard, CPR, AED and First Aid certification recognized by the State of New Jersey Department of Health & Senior Services.

**Experience:** At least one year of experience is recommended, but not required.

**Special Requirements:**

- Must be at least 15 years of age.
- Will be required to attend a pre-season orientation including Blood Borne Pathogen training, date TBD.
- Will be required to attend 2 pre-season work days at Westfield Memorial Pool & Aquatic Complex, scheduled on weekends in May, exact date TBD.
- Will be required to attend staff meetings during the season as scheduled by the Pool Manager.
- Will be required to pass a background check if over the age of 18.

**Equal Opportunity Employer**



## Town of Westfield

425 East Broad Street, Westfield, New Jersey 07090

### Employment Application

#### Applicant Information:

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_ (Apt. if applicable) \_\_\_\_\_

City/Town/Zip: \_\_\_\_\_

Telephone: Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position applied for: \_\_\_\_\_

Have you ever applied to the Town of Westfield before: \_\_\_ Yes \_\_\_ No If yes, give date \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you available to work: \_\_\_ Full time \_\_\_ Part time \_\_\_ Temporary \_\_\_ Seasonal

Are you currently employed: \_\_\_ Yes \_\_\_ No May we contact you at work: \_\_\_ Yes \_\_\_ No

May we contact your current employer: \_\_\_ Yes \_\_\_ No

Are you currently on layoff status and subject to recall: \_\_\_ Yes \_\_\_ No

Do you possess a valid driver's license: \_\_\_ Yes \_\_\_ No

Do you possess a valid commercial driver's license: \_\_\_ Yes \_\_\_ No If yes, please list any endorsements: \_\_\_\_\_

If you are under eighteen years of age, can you provide proof of eligibility to work: \_\_\_ Yes \_\_\_ No

Are you legally eligible to work in the United States of America: \_\_\_ Yes \_\_\_ No (Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.)

Please be advised that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests as well as complete background and criminal checks.

**The Town of Westfield is an Equal Opportunity Employer M/F**

**Employment History:** This section must be completed even if you attach a resume. List your last four employers and any major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked "comments" located on the bottom of this page.

<b>Employer:</b>	<b>Date started:</b>	<b>Date left:</b>	<b>Work performed/ responsibilities:</b>
<b>Address:</b>	<b>Starting Salary:</b>		
<b>Job Title:</b>	<b>Final Salary:</b>		
<b>Reason for leaving:</b>			
<b>Supervisor's name and phone number:</b>			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Employer:</b>	<b>Date started:</b>	<b>Date left:</b>	<b>Work performed/ responsibilities:</b>
<b>Address:</b>	<b>Starting Salary:</b>		
<b>Job Title:</b>	<b>Final Salary:</b>		
<b>Reason for leaving:</b>			
<b>Supervisor's name and phone number:</b>			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Employer:</b>	<b>Date started:</b>	<b>Date left:</b>	<b>Work performed/ responsibilities:</b>
<b>Address:</b>	<b>Starting Salary:</b>		
<b>Job Title:</b>	<b>Final Salary:</b>		
<b>Reason for leaving:</b>			
<b>Supervisor's name and phone number:</b>			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Employer:</b>	<b>Date started:</b>	<b>Date left:</b>	<b>Work performed/ responsibilities:</b>
<b>Address:</b>	<b>Starting Salary:</b>		
<b>Job Title:</b>	<b>Final Salary:</b>		
<b>Reason for leaving:</b>			
<b>Supervisor's name and phone number:</b>			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education:** Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

**Languages:** List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

**Special Skills & Experience:** State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

---



---



---



---



---



---



---

**Comments & Additional Information:** Is there any additional information about you we should consider?

---



---



---



---



---



---



---

**References:** Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

**Understandings and Agreements:**

As an applicant for a position with the Town of Westfield, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Town of Westfield later discovers that information on this form was incomplete, untrue, or inaccurate.

I give the Town of Westfield the right to investigate the information I have provided and talk with former employers (except where I have indicated they may not be contacted). I give the Town of Westfield the right to secure additional job-related information about me. I release the Town of Westfield and its representatives from all liability for seeking such information.

I understand that the Town of Westfield is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Town of Westfield will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Town of Westfield may terminate me at any time in accordance with its established policies and procedures. No representatives of the Town of Westfield may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that I may be subject to complete background and criminal checks.

*For your application to be considered, you must sign and date below.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_