



Job Title: Head Lifeguard  
Department: Swim Club

Status: Seasonal F/T or P/T  
Reports to: Recreation & Operations Manager

---

## POSITION SUMMARY:

Maintains safe swimming conditions in the pool, deck, and surrounding areas. Creates a safe and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with policies and procedures. Builds positive relationships with members and guests through effective listening, verbal skills, and creatively finds ways to connect staff to one another and Old Trail Swim Club members and guests.

The Head Lifeguard is responsible for assisting the Recreation & Operations Manager (R&OM) in the following ways: monitoring the day-to-day activities of pool staff and staff productivity, giving work directions, assigning responsibilities for specific tasks, and monitoring scheduling for adequate shift coverage. This position maintains knowledge of and monitors compliance with all standards and, through leadership and example, encourages the highest level of member service. This position also performs all other responsibilities as directed by the business or as assigned by the R&OM or other Department Head(s).

## ESSENTIAL FUNCTIONS:

- Maintains active surveillance of the pool area
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with policies and procedures; completes related reports as required
- Knows, understands, and consistently applies safety rules, policies, and guidelines for the pool and aquatic area (members & staff)
- Maintains accurate records as required by the R&OM and/or the state health department code
- Performs equipment checks and ensures appropriate equipment is available as needed
- Checks the pool for hazardous conditions when arriving and continuously while on duty
- Performs chemical testing when not guarding, as required, and takes appropriate action
- Engages with members and their guests, and encourages member engagement through ongoing contact and promotion of club activities.
- Attends all staff meetings and in-service training
- Helps maintain a safe, clean and welcoming facility and atmosphere for all members, guests, and staff
- Performs other duties as assigned or any reasonable job requests
- Oversees operations including supervision of lifeguards and snack bar/gate attendants to ensure the highest level of member service in accordance with policies and procedures.
- Resolves member complaints in a manner consistent with company policy, and with member satisfaction in mind
- Monitors compliance with safety guidelines, builds awareness about safety, and reports any safety concerns to management
- Coordinates with management for on-the-job training of new staff

---

**Mailing:** 1005 Heathercroft Cir, Suite 100, Crozet, VA 22932 | **Location:** 380 Claremont Drive, Crozet, Virginia



- Oversees the proper check-in of members and guests in accordance with check-in and cash handling procedures.

#### **QUALIFICATIONS:**

- Demonstrate the ability to interact with members, guests, and coworkers in a friendly, enthusiastic and outgoing manner.
- Certifications: Shallow & Deep-Water Lifeguarding (including Professional Rescuer CPR/AED, First Aid), and (preferred but not required) Lifeguarding Instructor
- Ability to maintain certification-level physical and mental readiness
- Must demonstrate lifeguard skills in accordance with policies and standards
- Requires the ability to lift/push objects weighing over 40 lbs.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physically perform all skills required of a lifeguard.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.
- Remain alert with no lapses of consciousness.
- See and observe all sections of an assigned zone or area of responsibility.
- Ability to Lift at least 40 lbs.
- Must be able to stand for long periods of time.