

**LIFEGUARD – JOB DESCRIPTION
DEPARTMENT OF RECREATION
TOWN OF MASHPEE, MASSACHUSETTS**

SUMMARY

The purpose of this position is to oversee and maintain the safe operation and use of Town of Mashpee beaches. In addition, inform guests of applicable rules and regulations for use of these designated beach and swimming areas as established by the Town of Mashpee and Department.

SUPERVISION

Supervision Received: Beach Superintendent, Assistant Recreation Director and Recreation Director

Supervision Given: none

JOB ENVIRONMENT

Work is performed at the Town of Mashpee beaches; John's Pond, Attaquin and South Cape Beach, and in all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold. Periodically the person in this position is subjected to stress of other individuals and the volume and/or rapidity with which tasks must be accomplished. Requires continuous concentration and composure during emergencies and/or high volume periods. Seasonal activity requires weekend and Holiday scheduling and availability.

Requires the operation of a telephone, two-way radio, emergency equipment and communication equipment.

Makes frequent contact with the general public, police officers, emergency response personnel, other agencies internal and external to Town government, communication frequently is by telephone and two-way radios.

ESSENTIAL FUNCTIONS

[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]

1. Assures that the waterfront area is cleaned upon arrival and when leaving observes all conditions. Reports any problems that may need immediate attention to the Head Lifeguard or Beach Superintendent.

2. Enforces all rules and regulations established by the Town of Mashpee, and Town by-laws. Issues verbal warnings to violators and prohibits unsafe activities.
3. Communicates orally and in writing effectively to co-workers, superiors, and the general public. Demonstrates courtesy and respect in such communication that exemplifies integrity, trust, dignity and professionalism.
4. Wears uniform and equipment assigned to him/her and in a manner prescribed by the Beach Superintendent Recreation Director and/or Assistant Recreation Director.
5. Maintains daily log of beach activities, all first aid supplies, and equipment inventory.
6. Acts in emergency situations and provides rescue and first aid assistance up to his or her training level until medical personnel arrive.
7. Refers all complaints to Beach Superintendent or Assistant Recreation Director if Beach Superintendent is unavailable; maintains good public relations.
8. Participates in staff orientations, pre-season training and testing, mock rescues, in-service training, daily and weekly conditioning, and administrative record keeping.
9. Reports all accidents immediately to the Beach Superintendent, Assistant Recreation Director or Recreation Director. Also maintains clear written records pertaining to any situations requiring action.
10. Interacts politely with facility patrons and acts as a role model for young children.
11. Stays fit to perform job adequately which requires swimming, endurance, and strength.
12. Must be available to work Saturdays, Sundays and Holidays.
13. Performs similar or related work as required or as the situation dictates.

ERRORS AND OMISSIONS:

Errors could result in the significant delay or loss of service; physical and/or mental injury, have legal ramifications and create monetary loss.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: Current certification in American Red Cross or YMCA Lifeguard. Must be familiar with all applicable state and local regulations, and prefer to have a valid U. S. Driver's License.

Knowledge, Skills and Abilities:

Knowledge: Considerable knowledge of practices and techniques relating to accepted lifeguard procedures and practices. Knowledge of relevant Town of Mashpee by-laws, policies and regulations for access and recreational use of beaches.

Skill: Must possess Lifeguard Training Certification, Professional Rescuer CPR and First Aid certifications, and Waterfront Lifeguard Certification.

Ability: Ability to effectively and tactfully communicate with others; ability to develop and maintain harmonious relationship with others. Must be able to calmly and reasonably assess complex situations under pressure and to deal with caustic people in an appropriate manner; must be able to resist being drawn into confrontational situations, and able to exercise authority in a prudent and impartial manner, dependable under pressure.

Physical Requirements: Strenuous physical effort generally required. Frequently required to spend several hours standing, sitting and walking in various weather conditions. Physical mobility required such as bending, reaching, pulling, stooping and lifting objects which weigh fifty (50) pounds or more.

Special Requirements: The applicant must be a minimum age of sixteen (16). The applicant must provide documentation of eligibility to work in the United States and have no felony convictions in a criminal record.

Preferred Requirements:

- Water Safety Instructor Certified

CPR and Basic First Aid certification is required upon appointment.

Possession of valid driver's license; must be able to successfully pass comprehensive background check.

Adopted: March 2017

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