

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**January 15, 2019**

**Job Title:** Lifeguard/Swim Instructor – Woodbury Pool Seasonal (part-time)  
**Department:** Recreation  
**Salary Range:** \$9.34 - \$11.10 hourly (starting salary dependent on qualifications)  
**Hours:** 12-15 hours/week; Monday thru Thursday evenings; Saturday mornings & afternoons  
**Application Deadline:** Open until filled

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

The Lifeguard/Instructor performs a wide variety of tasks which directly relates to the safety, well-being, and instruction of swimmers and guests at Woodbury swimming pool. Indirect responsibilities and other duties as assigned to insure a positive public relations image and proper facility appearance.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

To include, but not limited to:

- The supervision and constant surveillance of swimmers and guests during pool hours and special events.
- Knowledge of emergency procedures.
- Assist patrons when necessary.
- Knowledge of all **Woodbury** swimming pool rules, regulations, and procedures.
- Enforcing the rules and regulations and rendering appropriate and fair disciplinary measures, when necessary.
- Assisting guests to the first aid room, rendering proper first aid, and completing necessary forms.
- Reporting to and remaining at assigned station.
- Reporting to work fifteen (15) minutes prior to scheduled time.
- Participate in the organization and implementation of daily and special aquatic activities and events.
- Caring for and wearing of lifeguard uniforms as provided.
- Informing sanitation requirements to swimmers when necessary.
- Advising the Head Lifeguard of any unsafe or unsanitary conditions which may arise.
- Possess a general knowledge of the swimming pool chemical and filtration systems.
- Perform daily routine chores to assure proper opening and closing appearance (straightening lawn chairs, sweeping puddles, distributing rescue tubes, etc.).
- Perform necessary maintenance to assure proper seasonal opening and closing of the swimming pool facility.
- Assist in the maintenance and cleanup of the pool area and locker rooms, etc.
- Participate in training sessions on daily or seasonal basis.
- Deal courteously and personably with Recreation Department, management, Head Lifeguards, co-workers, participants and guests in a positive and effective manner.
- Attend staff meetings as required.
- Perform other duties as required.

**INSTRUCTOR**

(Water safety instructor certification is optional.)

- The instruction of all phases of the **Woodbury** Learn to swim program and private lessons, as scheduled.
- The supervision, instruction and constant surveillance of program participants and patrons during instructional sessions.
- Punctuality and attendance at all Learn to Swim classes.
- Reporting to work fifteen (15) minutes prior to scheduled start time.
- Pool readiness prior to and after Learn to Swim lessons.
- Relating problem situations to the Learn to Swim Director.
- Advance preparation, planning for classes, and materials necessary to insure quality instruction.
- Keep current and maintain all planning written records as required by the Learn to Swim Director and/or the American Red Cross in a neat, orderly and legible manner.
- Maintain effective class discipline.
- Define the duties which are required of the Water Safety Aide.
- Proper care of instructional aides (kickboards, ring buoys, etc.).
- Knowledge of the practices and procedures in relation to the **Woodbury** Learn to Swim program.
- Attend staff meetings as required.
- Perform other duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Pursue job responsibilities in a professional and mature manner, through the use of preventive lifeguarding skills to keep **Woodbury** swimming pool and pool areas safe; to enforce the rules in a firm, but fair manner; to provide guests with a safe, clean, and courteous environment.

**EDUCATION AND EXPERIENCE**

Current enrollment in high school, college or university. Certification as a **Red Cross Lifeguard**, Water Safety instruction, Cardio Pulmonary Resuscitation and first aid are mandatory. Advanced certification in any of the above areas is helpful. Previous lifeguarding /instructional experiences are helpful. Age fifteen (15) shallow water lifeguard; age sixteen (16) **as a Red Cross** lifeguard; age seventeen (17) Water Safety Instructor.

**PRIVATE LESSON INSTRUCTION:** Lifeguards/Instructors are permitted to teach private swimming lessons. Employees must be “off the clock” when private lessons are given. Private lesson instructors must reimburse the City 10% of gross income received from lessons. Forms listing private lessons, dates and lesson times are to be completed in detail and turned in along with your payment to the Recreation Office located in the ice arena lobby on a bi-weekly basis.

**The City of Shaker heights does not hire individuals who use or test positive for tobacco or nicotine products.**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

**PLEASE FILE APPLICATION AND/OR RESUME WITH THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120. (APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM) E-mail: [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com)**

**EQUAL OPPORTUNITY EMPLOYER**