

Job Title: Lifeguard  
Department: Recreation Department  
Reports to: Recreation Director  
Prepared by: Recreation Director

***General Purpose:***

The Lifeguard is responsible for the effective and safe operation of Indian Notch Lake daily from opening date in June to mid to late August. Our lake in town does not open until after Bolton Public Schools have been dismissed for the year. Indian Notch is open seven days a week from 9:00am to 5:00pm. It is the lifeguard's responsibility to watch out for the safety of all patrons who join our lake both in the water as well as on the beach. Prevention of accidents through knowledge of lifeguarding, proper use of equipment, and realization of responsibilities are the chief attributes of a skilled lifeguard.

***Qualifications:***

- Must be at least 16 years of age
- Experience is preferred but not required
- Current Red Cross Lifeguard Certified with **Water Front Certificate**
- Current American Red Cross First Aid Certificate
- Current American Red Cross CPR Certificate

***Responsibilities:***

Typical responsibilities of a camp counselor include but are not limited to:  
The primary responsibilities of a lifeguard include: 1) safety, 2) security, and 3) public relations.  
These three areas are of utmost importance in fulfilling your position.

- Respond quickly to all emergency situations
- Administer first aid to victims of an injury
- Observe and enforce all park rules and regulations
- Prevent injury and minimize or eliminate hazardous situations
- Scan water for problems regularly
- Maintain a positive rapport and image with the patrons
- Participate in at least 3 drills per week and log them
- Complete all necessary reports and records
- Keep an open communication with patrons, maintainers as well as coworkers and the Recreation Director throughout the summer
- Clean beach daily
- Carry out additional duties assigned by supervisory staff members
- Check and stock equipment, do paperwork, and work as Maintainers on days when the park is closed (OPTIONAL)
- Available to work when the lake opens in June until the last day the lake is open in August, this includes July 4.

***Competences:***

- Problem Solving – identifies and resolves problems that arise in a timely manner.
- Punctuality- is consistently at work and on time; ensures responsibilities are covered when absent.
- Confidentiality- upholds strong level of discretion when interacting with sensitive and personal information.
- Interpersonal skills- is respectful with the ability to establish effective working relationships with other staff, campers, and parents camp visitors and others. Ability to express new ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

***Evaluations:***

Evaluations will take place during as well as at the end of the season. Your evaluations will be taken into consideration when determining the offer of future employment opportunities.

***Tools and Equipment used:***

All tools and equipment needed are provided in a storage space on site at camp.

***Physical Demands and Work Environment:***

Employee is required to work in an outdoor environment during the heat and in climate weather of the summer months. Employee must be able to sit or stand for long periods of time depending on the patron to staff ratio at the lake. Lifeguards are frequently required to communicate with others in person including but not limited to other town employees, supervisors, and patrons. Must have the ability to make quick decisions in emergency situations. Work is performed daily in a noisy environment.

***DISCLAIMER:***

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Bolton and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change