

**Head Guard-Full Time**

**Position Description**

Title: Full Time Day Shift Head Guard (Tigard Location)

Reports to: TTAD Aquatics Director and Program Coordinator l and Program Coordinator II

Positions Supervised: Aquatic Lifeguard Staff (lifeguards, swim instructors)

Full Time Hours: Hours may flex to meet center’s needs.

Pay: Hourly - $14.00 - $19.00 an hour DOE

**Job Summary**

The Tigard Tualatin Aquatics District is looking for a self-motivated and driven candidate to join our full-time Aquatics Staff. This candidate must possess an outgoing personality and a positive attitude as well as verbal and written communication skills. The primary responsibility of the Head Guard is to, under the supervision of the Aquatics Director, and Program Coordinator l and Program Coordinator II, assist in the organization, planning, staff scheduling, and management of all aquatic programs , supervise part time lifeguards and swim instructors, and ensure the TTAD aquatics environment provides a safe and positive member experience for all.

**Head Guard**- The Head Guard reports to the Program Coordinator l, Program Coordinator II, and the Aquatics Director and exercises lead direction over part-time/seasonal lifeguards and swim instructors.

**Hours**: These positions are expected to assume a flexible schedule, but typical hours are Monday through Friday day shift.

**Hourly Wage:** $14.00 - $19.00 an hour DOE

**Essential Duties**

Position Specific Duties

· Directly supervise lifeguards, camp staff, and all swim lesson instructors when Aquatics Director or Program Coordinator l or II is not present.

· Assist in developing new programs within the community.

· Performs lifeguard duties, swim lessons, various water fitness and classes as needed.

· Will open or close the building as needed.

· Perform tasks related to the front desk which includes but not limited to: cash handling, answering phones, customer service, use a computer to check in patrons, maintain reports, and Activenet reports.

**General Duties**

· Provides strategic support and input to the design and improvement of the District and its services; assists with carrying our strategic initiatives.

· Assets with trainings, personal and professional development, encourage and motivation of employees to enhance individual skills, promote professional growth and maximize staff.

· Monitors compliance with applicable federal, state and local regulations, accrediting commissions, licensing requirements, and Board policies and procedures.

· Dedicated to and promotes diversity in staffing, curriculum, programs and services.

· Maintains the confidentiality of information.

· Assist with keeping both buildings clean and orderly.

· Instruct classes according to American Red Cross standards.

· Attend periodic staff meetings.

· Testing and maintaining pool chemistry.

**Additional Duties**

· Performs all other duties as identified by the Aquatics Director and Program Coordinator l or Program Coordinator II.

**Qualifications**

. One year of experience coordinating aquatics and or recreational programs.

· Three years of pool experience.

**The individual must also hold the following valid certifications:**

· CPR/AED for the Professional Rescuer

· American Red Cross Lifeguard certification

**The following certifications are preferred:**

· American Red Cross Water Safety Instructor