TTAD Lifeguard/Swim Instructor Job Description

The Lifeguard is responsible for the pool safety of pool patrons in and out of the water, and staff members at both Tigard and Tualatin Swimming Pools. We are currently looking for lifeguards and swim instructors for shifts at both pools Monday through Friday or M/W/F or T/Th. Preference will be given to those who can work consistent hours Monday through Friday.

**Essential Job Functions**

* Provide lifeguarding services. Respond to emergency situations and if necessary administer CPR/First Aid.  Prepare and submit accident/incident reports.
* Train at the front desk as needed. Greet the public; provide information and assistance regarding schedules, registration, program descriptions and other general information over the phone and in person.
* Complete applicable reports and records.
* Participate in in-service training, orientations and other staff meetings as requested.
* Provide excellent internal and external customer service in English.  Create a positive experience for patrons through professional and courteous behavior.
* Practice safe work habits and contribute to the safety of self, co-workers and the general public.
* Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants.
* Perform other related duties as assigned.
* Be able to operate a cash register, computer, calculator, telephone system, fax machine and other related office equipment.
* Train as an instructor aide in lessons.  Teach basic swim lessons as approved by the Center Supervisor or Program Coordinator.
* Perform general housekeeping duties in and around the swim center, i.e. hosing, vacuuming, picking up litter, etc.

**Ability to**:

* Communicate courteously and cooperatively with other staff and the general public, on the telephone or in person in English.
* Consistently and clearly enforce pool rules for safety of patrons.
* Interpret, explain, follow and apply District policies and written instructions.
* Perform general clerical work including maintenance of appropriate records and compiling information for reports under minimal supervision.
* Establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.
* Assume a schedule of flexible working hours, including weekends and evenings.
* Identify and prevent hazards, implement solutions, maintain safe environments.
* Work in a group or individual situation, with minimum supervision.
* Maintain a neat, professional appearance.

**Licenses, Certificates, and Other Requirements**:

* Maintain current ATC CPR, First Aid and Lifeguarding.
* Must wear required uniform while on duty.
* Lifeguard Must be 15 years of age or older.

Working Conditions: Mostly working indoors in a pool environment and during hours of operation in an environment that is quite busy and noisy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination is required, making up more than 50% of the work period. Incumbents may be in the water for long periods of time and exposed to a variety of environmental elements, including: dust, noise, pool chemicals and other irritants. Physical exertion required, including: lifting, climbing, bending, squatting, reaching and safely walking on wet deck surfaces in a hot humid environment. Requires repetitive foot, arm, shoulder, hand and back movements, while performing swimming instruction.

Successful candidates must be able to complete a 300 yard swim, the Red Cross active, passive, shallow water spinal rescues, and the brick test before the candidate will be hired and as part of the interview process.

**Questions:**  Contact Anthony Markey Aquatics Director for TTAD [amarkey@ttadpools.com](mailto:amarkey@ttadpools.com) or direct line at 503-431-5456.