

Position Announcement



The City of East Helena is recruiting for Seasonal Full-Time or Part-Time Lifeguards

The City of East Helena is accepting applications for Lifeguards. This short-term position performs lifeguarding and instructor duties at the East Helena Swimming Pool.

Approved applicants will receive training in lifeguarding, first aid, and CPR.

Starting wage is \$13.57/Hr.

A complete job description for this position is available under Job Opportunities at easthelenamt.us. An application form and job description can be downloaded from the city's website or obtained at City Hall – 306 East Main Street – East Helena, Montana. A completed Job Application is required, for more information please call the City of East Helena at 227-5321.

Applications will be accepted throughout the spring and summer.

The City of East Helena is an equal opportunity employer.

CITY: East Helena
DEPARTMENT: Public Works
POSITION: Lifeguard/Instructor
ACCOUNTABLE TO: Pool Manager

SUMMARY OF WORK & WORK SCHEDULE:

This position primarily performs lifeguard duties and is responsible for maintaining a safe and clean pool environment at the East Helena Pool. Additionally, this position instructs or assists classes or individuals in the fundamentals of swimming and performs front desk reception activities as required. This is a seasonal, short-term position with a schedule of up to forty (40) hours per week on both weekdays and weekends and includes daytime and evening shifts.

JOB CHARACTERISTICS:

Nature of Work: Position performs lifeguard and instructor duties which require alertness and attention to detail. Work is primarily performed outdoors in the pool facility during sometimes hot and varying weather conditions. Hazards include handling toxic chemicals, which include chlorine and acid, as well as cleaning supplies which are used to clean the pool and surrounding areas. It is essential that this position have the ability to work with and teach small children. Position is responsible for the safe recreation of the pool patrons and for lives of those in and out of the pool requiring vigilance at all times. Position will perform a range of front desk reception duties including cash handling, concessions, admissions, swim lesson bookings, and customer service functions via face-to-face or telephone communications. Position must maintain a level of physical fitness necessary to perform duties.

Personal Contacts: This position comes into contact with the public, supervisors, and other employees on a daily basis. When instructing swimming classes, this position works closely with children in the water which requires both physical and verbal contact.

Supervision Received: Position receives daily supervision from the pool manager or delegate through face-to-face, written memos, and telephone communication.

Essential Functions: This position requires the ability to frequently swim, walk, stand, sit, talk and listen; use hands to handle or feel and operate objects, tools, or controls; reach with hands and arms; climb and balance; visually observe the pool and surrounding area which includes close, distance, and peripheral visions and to adjust visual and mental focus; work safely in and around chlorinated water; be alert, courteous, and attentive at all times. This position also requires the ability to handle chlorine tabs to ensure the purification and cleaning of the pool and facility; and to react quickly and appropriately to dangerous and life threatening situations. Lifting and moving equipment and supplies weighing as much as 20 pounds, moving supplies weighing as much as 50 pounds, and lifting objects weighing as much as 150 pounds with assistance and/or the use of proper equipment may be required.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Guards the safety of pool patrons.
- Teaches swimming lessons and demonstrates proper techniques according to prescribed procedures, routines, and curriculum.
- Monitors the use of the swimming pool and strictly enforces safety rules.
- Patrols the swimming pool and facility for unsafe and unruly behavior and warns users of such situations.
- Responds to public inquiries about aquatic programs made by face-to-face or telephone

communication.

- Receives money and distributes change for concession, daily admissions, punch card purchases, season passes, swim team and swim lesson purchases.
- Maintains related records and statistics for various aquatic programs.
- Assists in the maintenance and cleaning of the swimming pool facilities including restrooms, showers, and front reception area.
- Monitors and maintains pool filtration system and water chemistry through testing of water samples.
- Performs other related duties as required.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires knowledge of swimming and life saving techniques; First Aid and CPR techniques; water safety instruction; life saving devices; and customer service practices.

SKILLS & ABILITIES:

- Swim proficiently and use aquatic life saving tools such as flotation devices, and rescue tubes.
- Use hand tools in the maintenance and cleaning of the pool and pool facility.
- Use pool chemistry testing equipment, document and interpret results.
- Communicate effectively orally and in writing.
- Follow verbal and written instructions.
- Establish effective and positive working relationships with fellow employees, supervisors, and the public.
- Teach swimming lessons, enforce safety and health regulations relating to an aquatic program.
- Give and understand oral instructions.
- Hear, see, and react quickly to swimmers in distress and be alert and attentive at all times.
- Work in and around chlorinated water.
- Properly handle chlorine tabs and mix chemicals used in the purification and cleaning of the pool and pool facility.
- Competently and prudently handle concessions and money.

EDUCATION & EXPERIENCE:

- Must possess ARC certification in Lifeguarding, First Aid certification, and CPR certification.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Diligently performs assigned duties.
- Observes work hours and demonstrates punctuality.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Effectively teaches swimming to children.
- Competently monitors the use and condition of the swimming pool and strictly enforces safety rules.
- Accurately monitors and maintains pool filtration system and water chemistry through the testing of water samples.
- Competently perform front desk reception customer service duties including proper money handling techniques.
- Establishes and maintains effective working relationships with fellow employees, supervisors, patrons, and the general public.

Approved: 5/5/2020