

Manitou Springs Aquatics Center

Position: Lifeguard/Receptionist
Reports to: Aquatic Director

Dept. Aquatics

DUTIES:

Assumes responsibility for lifeguarding of the pool and recreation facility and controls conditions for smooth operations. Ensures safety and sanitation of the locker rooms and pool area. Tests pool chemicals and reports conditions to a supervisor if not within guidelines. Assumes responsibility for the desk area and provides good customer service, payment of fees, program registration, cash register use and daily bank drops. Work as scheduled at the front desk, lifeguarding and other program requirements. Use good judgment in handling customers and staff always being professional at all times. Report as needed and work schedule as required.

QUALIFICATION REQUIREMENTS:

EDUCATION: High School Graduate

EXPERIENCE: Knowledge of pool lifeguarding and retail preferred but will train if necessary. Experience in direct public contact and service.

JOB RELATED SKILLS: Proficiency with all basic pool related systems, troubleshooting, and good communication skills. Computer knowledge is preferred. Performs well under pressure, makes prompt decisions and provides first aid as needed. If being trained, will be able to learn skills required by the position in two weeks.

LICENSE/CERTIFICATIONS: Current lifeguard certification, current CPR and first aid certification, Water Safety Instructor or Swim America/coaching level 1 certification preferred but will train if necessary.

ESSENTIAL FUNCTIONS:

1. Perform duties of the lifeguard, front desk and teach swim lessons when necessary.
2. Utilize organizational communication system within this department.
3. Perform cleaning duties.
4. Follow and enforce all pool policies to include safety and environmental.
5. Help to provide a safe swimming environment and exceptional customer service to our patrons.