



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF SUPERIOR CALIFORNIA

Job Title: **Head Guard**

FLSA Status: Non-Exempt

Reports to: Pool Manager

Job Grade: 3

Revision Date:

POSITION SUMMARY:

Under the direction of the Pool Site Manager the Head Guard will assist with day-to-day operation of the aquatics program. The Head Guard will assist in the supervision and training of lifeguards and swim instructor staff. Act as lead guard on shift. Respond in a professional and prudent manner during an emergency situation. Focus will be on providing a safe and clean atmosphere for pool patrons.

ESSENTIAL FUNCTIONS:

- In the absence of the Pool Manager, act as supervisor of program and site.
- Responsible for daily open/close of site in collaboration with Pool Manager.
- Maintains safe swimming conditions in the pool, on deck and surrounding areas.
- Oversee the implementation of aquatic activities and schedules.
- Lead and participate in teaching lessons.
- Supervise pool staff; including swim instructors.
- Respond to parent and participant concerns in the absence of the Pool Manager.
- Responds to emergency situations in accordance with YMCA policies and procedures.
- Check daily for pool chemical balance
- Knowledge of all Safety and Emergency procedures.
- Completes incident and accident reports as required.
- Attends staff meetings and trainings as scheduled.
- Checks pool and rescue equipment and promptly reports any problems.
- Other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- High school graduate or equivalent.
- Three years prior experience in aquatics teaching children and adults.
- Two years prior experience in supervision.
- Current certification in Standard First Aid, CPR for the Professional Rescuer, Title 22, YMCA Lifeguard Instructor and YMCA Certified Swim Instructor.
- Completion of the YMCA of Superior California Pre and Post-Employment Checklist.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

Supervisor

Employee

Date

Date

This job description is not intended to be all-inclusive. Job descriptions are reviewed periodically and may be revised if deemed necessary for the achievement of the YMCA's goals and objectives.