



Clatskanie Parks and Recreation District

Job Title:	Head Lifeguard
Type:	Full Time / Seasonal (June-August)
Exempt/Non-Exempt:	FLSA non-exempt
Report to:	Pool Manager
Revised:	March 2026
Salary range:	\$21.21 to \$24.51

General position summary

A head lifeguard leads daily safety operations by overseeing lifeguard staff, ensuring vigilant surveillance, and enforcing all facility rules in addition to teaching swimming lessons. They coordinate and perform emergency responses, provide first aid or CPR, and maintain readiness of safety equipment and documentation. They also support management by assisting with training and creating a positive, safety-focused environment for patrons and staff.

Essential Functions (Duties & Responsibilities):

- Regular, reliable, and predictable performance of duties.
- Maintain constant, attentive scanning of assigned zones to identify hazards, distressed swimmers, or unsafe behavior; safeguard patrons and other people using the swimming pool or facilities.
- Enforce safety rules and regulations consistently and respectfully to prevent accidents before they occur.
- Recognize and respond immediately to signs of trouble using trained rescue techniques; respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire pool facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, and CPR until EMS takes over.
- Provide guidance for lifeguards on rule enforcement, interacting with patrons and the public.
- The ability to keep lifeguards on task when not on the lifeguard stand.
- Provide leadership and training to lifeguards when instructed by management.
- Provide swimming lessons for patrons.
- Monitor water and deck conditions, reporting hazards or maintenance needs promptly.
- Check water, PH, and chlorine as directed by the Certified Pool Operator and/or Pool Manager and report any imbalances.
- Keep a record of and collect money for daily attendance, pool programs, and concessions.
- Provide courteous assistance to patrons, answer questions, and help create a welcoming environment.
- Support daily operations, such as setting up equipment, helping with swim tests, or assisting during programs.
- Reports the following to the Manager or designated staff person:
 - Insufficient Pool Chemistry
 - Presence of animals, vermin, or insects
 - Need for cleaning supplies or equipment repair in advance
 - Water leaks and other maintenance needs
 - All other possible health and safety hazards observed.
- Attend and participate in In-Service training as required.
- Complete daily checklist of opening and closing tasks.
- Accurately report time sheets daily.

Secondary Functions

- Other duties as assigned.

Supervisory Responsibility:

- Provide oversight to lifeguards by keeping them on task.
- Supervisory duties are limited to assignments by management.

Required Skills, Qualifications, Knowledge & Abilities

- Skilled in swimming and life saving techniques.
- Ability to communicate effectively orally and in writing with the public, pool patrons, and District staff.
- Ability to maintain regular attendance and be punctual.
- Knowledgeable in required safety procedures.
- Ability to communicate verbally, follow instructions and protocols in a noisy and busy environment.
- Ability to always remain alert and vigilant; requiring close, distant, and peripheral vision.

Education, Experience, and Certification/Licensure:

Required

- High school diploma or equivalent as applicable
- Minimum of two years lifeguarding experience.
- Current Nationally recognized Lifeguard Certification.

Job Conditions:

- The lifeguard position is seasonal and spans from June through August. This position will be full-time (40 hours per week) during the summer months.
- The pool operates seven days a week, so the work schedule can be on any of those days including days and evenings.
- Work is primarily outdoor environments in a wide variety of weather, including inclement weather.
- The position requires extensive physical ability including but not limited to Swimming, standing, sitting, walking, lifting, reaching, bending, climbing, balancing, kneeling, and crouching, lifting and moving up to 50 lbs.
- Job conditions include contact with chemicals.
- Work environment involves exposure to hazards or physical risks, which require following basic safety precautions.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description is not an employment agreement or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee Signature

Date _____

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date _____

(The signature of the Supervisor confirms the assignment of work to the employee.)