

# Lake Walkkill Community, Inc.

## Job Description

**Position Title:** Lifeguard  
**Reports to:** Lake Manager

Date Updated: 6/29/2023  
Last Reviewed: 6/29/2023

### Position Summary / Responsibilities:

- Provide for the safety of swimmers during posted times
- Enforcement of Beach and Diving Tower Rules & Regulations
- Provide Basic First Aid as requested
- On time reporting for work, remain on duty to end of shift
- Wear Lifeguard attire while on duty
- Stay current with Lifesavings materials, Emergency Plans & Communication Procedures
- Work as scheduled or arrange for a replacement (NO EXCEPTIONS)

## Essential Functions or Duties

### II. Description of Duties

- First guard on duty is required to rake the beach and police the area. For tower duty, first guard will police the area. Hazardous conditions should be immediately reported to the Lake Manager. Each guard shall set umbrellas for their respective areas at the beach & boardwalk every day.
- First shift guards are required to ensure that all required safety and First Aid equipment are set up at their respective guard positions.
- Last shift guards are responsible for returning all equipment to its overnight storage location. All items remaining on the beach or tower area should be discarded or placed in the lost and found as appropriate.
- In accordance with the posted schedule, Lifeguards are responsible for providing Swim instructions. When possible, encourage the parent to participate with the child in the lesson.
- All guards must maintain an alert attitude and be attentive to their assigned area at all times.
- Discourage swimmers, friends and others from congregating around the Lifeguard stand as this is a clear distraction from lifeguard duties. Likewise, guards should refrain from excessive talking with visitors and keep their assigned area under careful observation.
- While on walking or water patrol, control movements to keep the swimming area in full view at all times.
- **Cell phones and other electronic devices are not permitted on the Lifeguard Stand. Talking, texting, listening to music or other use of an electronic device that distracts the Lifeguard is prohibited.**
- Inspect swim areas (Beach & Towers) and Safety Equipment on a continuous basis. Report any irregularities to the Lake Manager.
- All incidents requiring first aid to be administered must be recorded in the First Aid Log book located in the office. The entry in the log book must include:
  - Date and time of incident
  - Name of person who the first aid was administered
  - Description of what happened to require first aid
  - Action taken/first aid administered

- Maintain a high degree of mental alertness and physical conditioning. Swim regularly, practice Life Saving and First Aid Skills. Participate in required scheduled and unscheduled drills.
- All guards must maintain a calm demeanor. When dealing with rule violations, be courteous and tactful.
- All guards are responsible for enforcing rules and regulations governing the beach area, including the checking of badges for people using the facilities. All rules should be uniformly and consistently enforced.
- Any incidents that arise from enforcing the rules, including all significant violations should be documented and reported to the Lake Manager.
- Requests for schedule shift changes must be submitted to the Lake Manager at least two (2) days prior to the requested change. Requests will only be considered when accompanied by the name of a qualified replacement that has certified working papers on file with the Lake Manager. **If feeling ill on a scheduled workday, please notify the Lake Manager immediately, including the name of the qualified replacement guard.**

### III. Facility Inspections

- All lifeguards should be aware that the Sussex County Department of Health, as the local authority, conducts periodic inspections of the lake facilities on behalf of the State of New Jersey. The basis for these inspections is contained in Lake Wallkill's Aquatic Supervision Plan. The Master copy of the Aquatic Supervision Plan is located in the office. At the beginning of each season, each guard will be provided an individual copy of the plan.
- It is each guard's responsibility to gain sufficient understanding of the Aquatic Supervision Plan to enable them to respond to questions during an inspection by the County of Sussex Health Department.

### IV. Special Duties

- The Senior Lifeguard shall have responsibility for maintaining the First Aid Kits. Each week on a regular schedule, the Kits should be inventoried and items replenished as needed. If you are unable to replenish the kit with the required items because they are out of stock, notify the Lake Manager so the items can be ordered.
- The Senior Lifeguard shall maintain the Recreational Equipment Log on a weekly basis. Any issues with the equipment should be reported immediately to the Lake Manager.
- The Senior Lifeguard shall assist the Lake Manager with shift scheduling.
- All guards may be assigned special duties at the direction of the Lake Manager.

### V. Qualifications

- The following Red Cross Certifications are Required:
  - Lifesaving
  - CPR
  - Waterfront
- Previous Lifeguard experience is desirable
- NJ Working Papers for any Lifeguard under the age of 18 is required

### V. Accountability

- Lifeguards are required to provide for the safety of all swimmers in their assigned area of observation. This is a serious responsibility. Guards should be aware that they are responsible for their actions and/or their omission of action.

**VI. Physical and Work Condition - Demands of the Position**

- Some lifting and carrying on a daily basis, including the set-up of Safety Equipment
- Strenuous physical activity in the event of a Life Saving event
- Sitting for long periods of time in the outdoors
- Exposure to the sun; Lifeguards have personal responsibility to protect themselves

**VII. Appropriate Dress**

- Lifeguards should be easily identifiable by their dress. The Lake will provide each Guard with a shirt and whistle that Guards are expected to wear (or similar) while on duty. Guards should wear a bathing suit that would not impair their ability to conduct a lifesaving event.
- **All Lifeguards MUST wear identifying clothing while they are on duty, including when they are on the stand, between shifts or on break.**

I understand and will follow the responsibilities, essential functions and duties of the lifeguard position.

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Lifeguard Signature

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Date

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Lifeguard Printed Name