



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Seasonal Parks & Recreation Lifeguard
POSTING DATE: February 16, 2017
DEPARTMENT: Parks & Recreation
REPORTS TO: Recreation Coordinator
POSITION PAY GRADE: Starting wage is \$8.25/hour
FLSA STATUS: Non-Exempt

Position Purpose

The Village of Hinsdale is seeking applicants for the position of Lifeguard at the Hinsdale Community Pool for the Summer 2017 Season.

Supervision Exercised

None.

Essential Duties

1. Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
2. Provides emergency care and treatment as required until the arrival of emergency medical services.
3. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
4. Performs various maintenance duties as directed to maintain a clean and safe facility.
5. Prepares and maintains appropriate activity reports.
6. Performs miscellaneous job-related duties as assigned.

Work Schedule

Position is expected to start May 27 and work through September 4. Hours will vary based on assigned team. Some early morning, day, evening, weekend and holiday work may be required. Max of 40 hours a week. This is a seasonal position.

Rate of Pay and Benefits

Rate of pay is \$8.25/hour. There are no additional benefits associated with this position.

Position Requirements

- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.

- Ability to pass a pre-employment physical skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Must be at least 16 years of age and able to successfully complete lifeguard certification course

Safety Functions

- Becomes familiar with and observe all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

Environmental Factors & Physical Requirements

The candidate must be a competent swimmer with the ability to complete the lifeguard certification course. The work environment generally includes standing on deck or sitting in a guard chair. The noise level is usually loud. This position is regularly required to use hands to touch; reach with hands and arms, and see, talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 50 pounds. Must be able to move furniture, such as tables and chairs.

Candidate should be prepared undergo a thorough background investigation prior to starting. Position will be open until filled. The Village is an Equal Opportunity Employer.

To apply, please submit a completed application, resume and cover letter to:

Emily Wagner
Administration Manager
19 E. Chicago Avenue
Hinsdale, IL 60521
hr@villageofhinsdale.org

Applications are available at www.villageofhinsdale.org.