

# Head Lifeguard Job Description

The Head Lifeguard is a part-time position responsible for assisting the City of Seven Hills Aquatics Supervisor in supervising the aquatic staff, scheduling, and overseeing aquatic programs, and maintaining a clean and safe aquatic environment. This position will have supervisory responsibilities when the Aquatics Supervisor is not in the facility and is also elected as responsible for staff per shift. The Head Lifeguard oversees and organizes various aquatic events.

## Responsibilities of the Head Lifeguard.

- Must demonstrate exceptional management skills.
- Must possess and maintain current certifications in American Red Cross Lifeguard & First Aid Training, CPR-PR, AED Essentials, and American Red Cross Lifeguard Instructor. WSI preferred, but not required.
- Must have at least two years of lifeguard experience and two years of teaching swimming lessons and/or coaching competitive swimmers.
- Must maintain a current knowledge of emergency procedures including blood borne pathogens.
- Requires ability to exercise and use independent judgment in various situations.
- Must represent the Seven Hills Recreation Department by properly handling comments and concerns in the absence of the Aquatics Supervisor.

## Responsibilities of the Head Lifeguard in Addition to Responsibilities as a Lifeguard.

- Ensure safety of both lifeguard staff and patrons by correcting hazards and handling problem situations.
- Report and document all incidents / issues to the Aquatics Supervisor or the Recreation Director.
- Supervise lifeguard staff when Aquatics Supervisor is not in facility.
- Assist Aquatics Supervisor in answering questions and complaints of members and dealing with housekeeping responsibilities in pool area.
- Ensure that each shift conducts water testing to ensure chemical balance is within prescribed ranges.
- Communicate with Aquatics Supervisor to make recommendations for improvements in pool area to make it safer and more enjoyable for members and guests.
- Assist in monthly shift scheduling of lifeguards and fill in as needed.
- Provide close supervision of all lifeguards which includes training, evaluations, and orientation training for new aquatic staff.
- Develop a plan to encourage an atmosphere of professionalism, vigilance, fun, safety, inclusivity and a welcoming workforce for the aquatic staff and members.
- Schedule, design, and conduct monthly lifeguard in-service training.
- Assist in coordination and participate in the swimming lessons program when needed.
- Any other duties as assigned by Aquatics Supervisor, Recreation Director, and Administrative Staff.

## Hourly Compensation Range for the Head Lifeguard:

- Up to \$18 per hour\*  
\*Pay rate is dependent on experience and availability provided.

## Contact Information:

- Mike Gallagher, Aquatics Supervisor  
216-524-6262 ext. 404  
[mgallagher@sevenhillsohio.org](mailto:mgallagher@sevenhillsohio.org)