

**City of Marshfield  
Parks & Recreation Department**



**Lifeguard  
Job Description**

**Job Prerequisite:** Current certifications in Lifeguard Training, Red Cross First Aid and Red Cross or American Heart CPR.

**Specific Job Responsibilities:**

1. Report to work in uniform 15 minutes before the scheduled time in order to be in the designated position (chair or shallow length), checks all rescue equipment and has it in place before the pool is scheduled to open.
2. Enforces all pool rules and regulations in order to maintain discipline and prevent injuries.
3. Refers all minor injuries to the manager and then initials the injury report after the parents have been notified by the manager.
4. Good posture and alertness are expected at all times. Guards will not sit or stand together while on duty. Each will be assigned a zone to cover.
5. Allowed in the water during open swim ONLY for rescues or cooling off on very warm days.
6. If a lifeguard has doubts about a person's swimming ability, he/she will ask the person to perform a swimming test. If the person refuses or does not pass, he/she must remain in shallow water and will not be allowed to use the diving well.
7. Guards will participate in all skill reviews, emergency drills and fitness exercises. All lifeguards must swim 500 yards (20 lengths of the Sr. High pool, 11 lengths of hefko pool) twice a week.
8. Guards will remain in the pool facility while on duty (includes rotation break time).
9. NEVER leave the guard chair until all patrons are in the bathhouses.
10. Perform first aid and CPR as needed.
11. In an emergency, sounds one long, continuous blast on the whistle and then follows with the emergency procedure.
12. A whistle and fanny pack (mask & gloves) will be worn at all times while on duty.
13. At the end of each shift, walk around the pool to check the pool bottom and pick up any objects off the deck or in the water.
14. When guarding the diving well, do not turn body to check the wall behind the stand; keep your body situated forward. In the case of a rescue (non-emergency) while guarding in the diving well, guard in stands 1, 2, or walking guard is to tell patrons not to go off the board until the situation is remedied.
15. Perform other related work as assigned or required.
16. You are responsible for finding a substitute when you are unable to work. After finding a substitute, you must put your request into the substitution log book and check back to make sure the request has been approved.