



Cooksey's Lifeguard and Swim Academy

Job Title:	Head Lifeguard	Name:	
Department/Group:	Aquatics	Lifeguard Status:	Part Time/Seasonal
Contract Pay:		Hours / Week:	30 - 39
Private Party Pay:		Training:	Red Cross
HR Contact:	hr@cookseyswim.com	Tax Exempt?	No
Number:	(731) 617-9461	Last Update:	January 26, 2022

Position Qualifications

Must have following valid Red Cross certifications:

- CPR/AED for the Professional Rescuer
- First Aid for the First Responder
- Lifeguard

***Must have worked for Cooksey's (or in an equivalent position) for at least one summer. Must be able to swim 300 yards nonstop, tread water with brick for one minute, and lift 50 pounds at any given time.

Job Description

The following description is written to describe work currently organized and performed by a fully qualified Cooksey Lifeguard and Swim Academy Head Lifeguard. This person will possess the knowledge, skills, and experience required for the position. If at any time the staff does not follow through with these roles and responsibilities, he/she is subject to suspension and/or immediate termination.

Head Lifeguard must proactively ensure safety to all members in the facility

- Scan the pool while on tower (one scan within 12-15 seconds, with downward head sweep, t-bump)
- Enforce rules to all members; deal with unruly members
- Ensure other lifeguards on duty are scanning and enforcing rules correctly
- Head Lifeguard must coach staff consistently to build them up and help them get better
- Communicate effectively with all CLSA and with members to create positive, safe environment



Cooksey's Lifeguard and Swim Academy

- Get lifeguards to work as a team on a daily basis, and teach them how to be a team when situations occur
- Use problem solving skills with unruly guests or when emergency situations arise, know when to call upper management
- Come up with games and activities for team bonding and emergency training

Head Lifeguard will be exceptional on all skills and constantly assist other lifeguards on keeping up with skills

- Successfully pass every audit administered by higher-up managers, both planned and pop up.
- Consistently administer audits to lifeguards when free time arises, or when there is more than one lifeguard on duty and the pool has less than 20 people in it.
- Ensure that all lifeguards are getting audited at least once every two weeks, results should be logged.
- Know the particular responsibilities of all positions and ensure that they are being performed to CLSA standards at all times. If they are not, handle the situation and inform upper management.
- Lead monthly mandatory meetings to practice as a team, ensure all other lifeguards show up to the mandatory training.

Head Lifeguard must be able to recognize and react accordingly in an emergency and help lead others in an emergency

- Recognize any situation that occurs, even if it is not in zone of coverage
- Know the emergency action plans for your facility and ensure all staff knows them as well (how to call 911, who to inform, incident reports, etc.)
- Administer the appropriate type of aid for the emergency at hand, assist in another lifeguard's save when needed or help talk them through it
- Lead other lifeguards during an emergency, clear the pool, adjust zone coverages, etc.
- Ensure that all of the right steps are taken in an emergency
- Delegate necessary tasks to other lifeguards and workers on duty
- Know when to call 911, and ensure that it is called as soon as possible
- Monitor guests in distress until sure they are all right or until EMS takes guest out of facility

Head Lifeguard must ensure all paperwork and google forms are filled out consistently

- Daily safety check for first lifeguard on duty each day, entered into Google Form "Daily Check In" for the location by last lifeguard on duty
- Daily numbers taken every 30 minutes, entered into Google Form "Daily Check In" for the location by last lifeguard on duty



Cooksey's Lifeguard and Swim Academy

- Incident report completed for every incident dealt with, entered into "Incident Report" Google Form as soon as possible
- Audit Sheets for lifeguards entered into Google Forms "Head Guard Audit"
- Ensure all staff is filling out CLSA paperwork correctly and consistently

Head Lifeguard is responsible for the schedule at designated locations

- Schedules set for all staff on time each Tuesday night by 11:59 for that Saturday through the next Friday on When I Work
- Keep up with drop/switch shift requests from staff and aide them in finding covers if needed
- Know staff and staff's skills in order to fill all shifts with the best possible people (i.e. if it is a busy day place strong staff, place less-experienced staff with experienced, etc.)
- Recognize staff's vacation times and time-off requests to create optimal schedules
- Work with other contract and private party schedules to ensure everything is covered
- Time sheets for all staff approved on due date each week, ensuring hours are correct and match what was scheduled
- Find shift covers when lifeguards do not show up to work, calls out, etc.
- If staff have not acknowledged shift on When I Work, reach out to them to acknowledge
- Allot 1-2 hours / week for scheduling, filling shifts, dealing with staff outside of work, etc.

Head Lifeguard must maintain professionalism and exceptional communication skills around other lifeguards and members

- Go above and beyond communicating with members at the pool
- Wear complete uniform each day and ensure all staff is in uniform (including carrying tube and fanny pack)
- Communicate with other lifeguards and managers with respect and maturity while on tower and at facility
- Ensure that other lifeguards are following Cooksey's guidelines for professionalism
- Take the lead on communication with members
- Head guards cannot socialize outside of work with other lifeguards
- Adhere to all sexual harassment and antidiscrimination policies, while ensuring all lifeguards, instructors, contract staff, and members follow these policies as well
- Stay aware and on top of potential situations that may make staff uncomfortable or breach the policies in CLSA Handbook and inform CLSA managers right away

Head Lifeguard must maintain good health and fitness

- Must drink plenty of water while on tower
- Constantly administer sunscreen, wear hat, shirt, and sunglasses to protect skin



Cooksey's Lifeguard and Swim Academy

Other Duties of a Head Guard

- Ensure that all staff show up to all shifts on time and are ready to work
- Ensure staff are not unnecessarily socializing while on the clock, if talking ensure they are still actively always scanning and enforcing rules
- Ensure that other lifeguards are clocking out, taking breaks, etc. on time
- Ensure that no cell phones are used on deck by any staff in uniforms (no phone calls to be made on decks with or without uniforms unless emergency)
- Communicate with managers and head guards when other lifeguards are not doing their job
- If lifeguards are not adhering to their job description and/or failing audits, write up the lifeguard on Google Forms and submit to upper management

I _____ hereby understand my duties as a Head Lifeguard for CLSA and know that failure to do any of the listed duties may result in suspension and/or immediate termination.

Signature: _____

Date: _____

Management Signature: _____

Date: _____