

# Lifeguard

## Guidelines and Pool Policies

### Charlestown Town Pool

#### Appearance and Behavior:

- Guards are expected to be in uniform at all times when on duty
- Use of cell phone while on the pool deck is prohibited
- All behavior of staff must conform to the pool rules
- If for any reason a lifeguard cannot show up to his or her shift, inform the manager two weeks prior to the shift
- If a lifeguard would like to trade shifts with another or find a sub, it is his or her responsibility to organize and the manager must approve it.

#### Essential Job Functions:

- Maintain constant surveillance of patrons while in the stand; act immediately and appropriately to secure safety of patrons
- Enforce pool rules
- Provide emergency care and treatment until emergency medical services can take over
- Perform duties of office shift: sign patrons in, work the cash register, sell snacks and pop ice, and answer the telephone
- Perform maintenance duties
- Upon arrival:
  - Open doors to the office, bath rooms, and shed
  - Put out safety equipment and set up umbrellas
  - Pick up all trash on deck
  - Check bathrooms for cleanliness and restock when necessary
  - Start a new sign-in sheet for the day
  - Display open flag at gate
- Empty skimmer baskets at least twice a day
- Brush pool sides and tiles when necessary
- Check chemicals at assigned times and record (if instructed by manager)
- Skim and brush pool when necessary
- Rain days: confer with manager if weather is poor
- Close pool in the case of thunder and lightning
  - Keep closed until 30 minutes after the last occurrence of thunder or lightning
- Before departing:
  - Perform cash out
  - Stow away safety equipment and umbrellas from deck
  - Check bathrooms for cleanliness and restock supplies if necessary
  - Lock all doors and gates

#### Qualifications:

- At least 15 years of age
- American Red Cross Lifeguard Certification

**Pick up an application at the Town Office at 233 Main Street or online.**