

**BOYS AND GIRLS CLUBS OF DORCHESTER  
JOB DESCRIPTION**

**TITLE:** Lifeguard  
**DEPARTMENT:** Aquatics  
**REPORTS TO:** Aquatics Director  
**FLSA STATUS:** Non-Exempt/Hourly

**JOB SUMMARY/PRIMARY FUNCTION:**

The Boys and Girls Club of Dorchester is seeking ARC Certified Lifeguards with a passion for inclusivity and an enthusiastic demeanor to join our Aquatics Team! Those with prior experience preferred, although those with less experience are highly encouraged to apply. Knowledge of basic Lifeguard Skills, CPR/AED, and First Aid is necessary. Excellent communication skills and a flexible schedule are desired.

**KEY ROLES: (Essential Job Responsibilities)**

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

**ADDITIONAL RESPONSIBILITIES:**

- Oversee a particular program area, member-led club, and coach junior staff
- Monitor inventory and purchase of materials
- Daily maintenance and upkeep of facilities
- Assume other duties as assigned

**SKILLS/REQUIREMENTS:**

- Valid American Red Cross Lifeguard/CPR/AED/First Aid Certification or the ability to obtain one prior to tryout.
- Ability to demonstrate lifeguard skills
  - 200 swim in under 4 minutes
  - 2 minute tread in deep water
  - Retrieve diving brick in deep water
  - Demonstrated knowledge of all in- water saves and CPR/AED use
- Previous experience working with at-risk youth is preferred
- Must be motivated, energetic, punctual, responsible, and exhibit a positive attitude to be an excellent role model for children and staff members
- Excitement and positive attitude toward working with children
- Excellent judgment skills; proven ability to select the most appropriate course of action in a given situation.
- Ability to resolve conflict and potential crises as they arise.

- Personal Initiative Skills: Organizational awareness, professional development, striving for excellence.
- Experience with action planning and organizing, monitoring, and analyzing.
- Strong interpersonal and communication skills required.

**RELATIONSHIPS:**

*Internal:* Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information; supervise and support subordinate staff; seek input from all program staff. Maintains contact with Branch Boards. Has regular contact with members as needed to discipline, advice, and counsel.

*External:* Maintains contact with community groups, schools, youth serving organizations, parents and families and outside services to assist in resolving problems and to publicize the Club.