

## **Lifeguard Manager – Orinda Park Pool**

### **Position Overview**

The Lifeguard Manager is responsible for supervising, planning, coordinating, and evaluating the daily operations of the Orinda Park Pool aquatic facility. This position oversees lifeguard staff, ensures safety and compliance with pool policies, manages schedules and equipment, and provides excellent customer service to patrons. The Lifeguard Manager plays a key role in maintaining a safe, welcoming, and well-organized aquatic environment. This position is ideal for an experienced lifeguard looking to step into a leadership role in aquatics management.

### **Minimum Qualifications**

- Current American Red Cross Lifeguarding with CPR/AED for the Professional Rescuer certification required prior to beginning work.
- Minimum of three years of lifeguard experience required.
- Prior leadership or supervisory experience preferred, not required.

### **Physical Demands**

- Ability to respond quickly to emergency situations and perform strenuous activity, including assisting or lifting individuals in distress of varying weights.
- Ability to remain alert to potentially dangerous situations while sitting, standing, or walking for extended periods of time.

### **Duties and Responsibilities**

**Duties include, but are not limited to, the following:**

#### **Staff Supervision and Management**

- Supervise lifeguard staff by planning work schedules and assigning daily responsibilities.
- Monitor and evaluate staff performance and conduct performance evaluations.
- Ensure staff are trained and follow established policies and procedures.
- Maintain a healthy and safe working environment for all staff.
- Make hiring, disciplinary, and termination recommendations as needed.
- Coordinate onboarding and training for new lifeguards, including orientation to facility policies, safety procedures, and emergency protocols.
- Maintain staff certification records and ensure all lifeguards remain properly certified.

#### **Facility Operations**

- Review and coordinate daily, weekly, and biweekly schedules for swim meets, club events, and private parties.
- Perform daily equipment checks and maintain inventories of equipment and supplies.
- Order necessary materials and supplies as needed.
- Conduct pool inspections and maintain pool chemical logs, reporting any imbalances or concerns to the Facility Manager.
- Assist with seasonal pool opening and closing procedures.
- Conduct periodic safety reviews of the facility and equipment.
- Maintain a clean, organized, and safe pool environment.

### **Safety and Emergency Response**

- Plan and conduct regular safety and emergency procedure in-service trainings for staff.
- Recognize and respond effectively to emergency situations by activating the Emergency Action Plan (EAP).
- Actively guard and scan the pool area when on lifeguard duty.
- Document all incidents and injuries according to established procedures.
- Review incident and injury reports to ensure accuracy and compliance with pool policies and safety standards.

### **Customer Service and Communication**

- Provide excellent customer service by responding to patron inquiries and concerns.
- Communicate and enforce all pool policies and rules in a professional and respectful manner.
- Schedule staff coverage for group parties and special events.
- Address patron concerns, complaints, and rule violations in a professional and timely manner.
- Coordinate facility use with swim teams, instructors, and other aquatic programs.
- Report patron or community issues requiring attention to the Facility Manager or OPP Board.

### **Professional Expectations**

- Represent Orinda Park Pool in a positive and professional manner at all times.
- Maintain a high standard of performance in all assigned tasks.
- Attend regularly scheduled departmental meetings.
- Maintain clear communication with the Aquatics Team and the OPP Board.

- Communicate effectively with patrons, emergency medical personnel, and local police services when necessary.
- Maintain dress and appearance standards consistent with American Red Cross and OPP policies, including wearing the designated uniform while on duty.

### **Criteria for Success**

- Ability to recognize and respond to emergencies using lifeguard surveillance and rescue techniques.
- Ability to enforce pool policies while providing a high level of customer service.
- Strong leadership skills when working with lifeguards, facility staff, and management.
- Ability to prioritize tasks, manage time effectively, and work independently when needed.
- Consistently arrive prepared and on time for scheduled shifts.
- Demonstrate sound judgment and decision-making in both routine and emergency situations.

### **Pay Rate**

\$35 per hour (competitive leadership pay for experienced lifeguards and aquatics supervisors)

### **Schedule**

Typical hours are Monday–Friday, 9:00 AM – 4:00 PM, with additional weekend, holiday, and event coverage required during high-use days, club events, swim meets, and holidays such as Memorial Day, July 4th, and Labor Day.

### **Season**

Late May through early September, with exact start and end dates determined by Orinda Park Pool operations.

### **Employment Details**

This is a seasonal position for the summer pool season.

All employees must be legally authorized to work in the United States.

Employment may be contingent upon successful completion of a background check consistent with applicable California laws.

Orinda Park Pool is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status, or any other status protected under federal, state, or local law.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Interested candidates should fill out the linked [LIFEGUARD APPLICATION](#) and be sure to indicate interest in a LEAD position.