



**GVL RECREATION INC.
JOB DESCRIPTION – HEAD LIFEGUARD**

1. QUALIFICATIONS:

- a. All Beach Employees must, as a minimum standard, be current cardholders in Advanced Lifesaving, Advanced First Aid, and CPR. Cards **MUST** be photocopied.
- b. All Beach Employees will give full disclosure of any physical handicaps or prior injuries that might prevent employee from fulfilling job requirements, including lifting weight.
- c. All employees must disclose any vacation plans that fall between May through October upon employment.

2. JOB DUTIES:

- a. Complete daily logs and incident reports as needed.
- b. Set up rescue equipment at lifeguard stations and put the equipment away at the end of day.
- c. Enforce beach rules and public safety.
- d. Inspect beach area, play equipment, swim floats and fences, for safety hazards.
- e. Rake beach every morning to create a clean appearance.
- f. Clean beach area of glass, trash, etc.
- g. Collect beach access fees.
- h. Inspect and clean spillway area.
- i. Remove trash from cans and install new liners at the end of day. Deposit trash in dumpsters provided.
- j. Clean picnic and volleyball areas.
- k. Required lake duties will be assigned at the discretion of the Lake Operations Manager.
- l. Beach employees may be responsible for other duties not heretofore mentioned as instructed by the Lake Operations Manager.

3. CONDUCT:

- a. Beach Employees must be in uniform while on duty. The uniform will consist of a red bathing suit and a white or red shirt with the lifeguard insignia on the back. A red windbreaker, also with the lifeguard insignia on the back, may be optional.
- b. Beach Employees will perform their duties to the highest level of their training according to the standards set by the American Red Cross.
- c. Beach Employees will rotate locations, to preserve awareness and to minimize the hypnotic effects of staring at the water. Lifeguards are expected to rotate their beach location and duties as set by the Lake Operations Manager.

- d. Beach Employees will check in and out at the boat house daily and complete a daily timecard.
- e. If problems arise beyond the scope or authority of the Beach Employee's duties, he or she will be required to contact the Lake Operations Manager.
- f. Beach Employees will be expected to follow the work schedule and day-to-day direction as prescribed by the Lake Operations Manager.
- g. Any employee disputes or conflicts which might arise, and which cannot be resolved by the Lake Operations Manager, should be directed to the Board of Directors.

4. COMPENSATION:

- a. All hours worked beyond 40 hours per week will be paid per State and Federal guidelines.
- b. Non-paid time off will be determined on a first come-first served basis, as only one employee will be allowed off at one time with the Lake Operations Manager's consent.