



**MONTROSE RECREATION DISTRICT (MRD)**  
**Head Guard**  
**(Revised 3/6/2020)**

**General Statement of Duties:**

Oversees and assists with the Community Recreation Center (CRC) pools and the Field House (FH) Seasonal Outdoor Pool facility operation. This position is responsible for understanding and implementing all aquatic operations including lifeguard techniques, facility usage and rules, chemical testing, facility cleaning and minor maintenance, and conducting lessons and programs. Interfaces directly with patrons to answer questions about all aquatic operations and address patron concerns. Directly supervises all part-time aquatic employees. This position works a variable schedule including early mornings, evenings, weekends, and holidays.

**Supervision Received:** Reports directly to the Aquatic Activities Coordinator and Aquatic Leader.

**Supervision Exercised:** Directly supervises part-time aquatics employees, which includes lifeguards, slide attendants, water fitness instructors, swim instructors, swim aides, volunteers, and community service workers.

**Essential Duties:** *The following are examples of primary duties assigned to this position. Other related duties may be assigned.*

- Assists the Aquatic Activities Coordinator / Aquatic Leader with managing the CRC and the FH Pools.
- Responsible for ensuring a safe environment and quality programming at the CRC and FH for employees, participants, and patrons.
- Enforces all aquatic facilities' policies, procedures, and regulations.
- Serves as the Lead Lifeguard on duty.
- Performs regular safety checks and keeps first aid supplies stocked.
- Responsible for accurate completion of daily operation forms including maintenance request forms, attendance, chemical testing, cleaning checklists, employee schedules, employee phone list, and operation reports.
- Keeps records of swim lessons, including class rosters; keeps adequate copies of instructor forms; including lesson plans, check lists, and certificates.
- Assists with regular spot evaluations and uniform enforcement of part-time employees.
- Ensures completion of all American Red Cross Lifeguard certifications.
- Ensures Water Safety Instructors certifications.
- Assist with compiling monthly forms and reports.
- Assists or may lead aquatic employees in in-service training.
- Responsible for teaching, cleaning, and minor maintenance duties as needed.
- Oversees regular cleaning of locker rooms at the FH.
- Assists with updating CRC and FH Pool Manuals and Emergency Action Plan (EAP).
- Assists with aquatic special events and programs.
- Communicates to the Aquatic Activities Coordinator / Aquatic Leader any problems, developments, conditions, or accidents/incidents that require action.

**Position Qualifications:**

**Experience:** A minimum of one (1) year of aquatics programming experience.

**License and Certification:**

- Current American Red Cross Lifeguard Training certification or equivalent.
- Possession of a valid Colorado driver's license.

**Work Environment:**

- Office and field environment, indoor and outdoor recreational facilities
- Hours will include seasonal variations, with evening, weekend, and holiday hours.

**Physical Condition:**

Primary functions may require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time. This position will require moderate lifting, and heavy lifting on occasion, and working in indoor and outdoor weather conditions.