



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

February 28, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire individuals for the following seasonal positions at the **Lincoln Park Family Aquatics Center**.

Head Lifeguard/Assistant Pool Manager

- Please Note:**
- Applicant must be 18 years of age or older.
 - Previous Lifeguard & Water Safety Aide experience, desired.
 - Previous Supervisory experience, preferred.
 - Passing of a Background Check is a condition of employment.
 - Non tobacco users only.

Application Opening Date/Time: March 5, 2018
 Application Closing Date/Time: March 16, 2018
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

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|------------------------|-----------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director | Airport | IT | Probation |
| Support Data List (AA) | HRAA – O'Connor | Council | Law Director | Senior Center |
| Mayor | HRC – Mayes | Engineering | Municipal Court | Transit |
| Safety Director | City Hall – 3 Floors | Fire Dept (3) | Parks | Utility Billing |
| Service Director | Auditor | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: HEAD LIFEGUARD/ASSISTANT POOL MANAGER
Department: AQUATICS
Reports To: SEASONAL POOL MANAGER
FLSA Status: Seasonal
Prepared By: Parks Superintendent
Prepared Date: 04/19/2017
Approved By:
Approved Date:

Job Type: Seasonal

Location: Lincoln Park Family Aquatics Center

Overall Job Objective: Responsible for managing daily pool operations, including, but not limited to, supervising Lifeguard staff, concession staff, and support staff; maintaining the facility; planning and conducting in-service training for Lifeguard staff; and performing lifeguarding duties. Works under the direct supervision of the seasonal pool manager, but may be asked to work independently.

Duties & Responsibilities:

- Supervision of the lifeguarding staff, concession staff, and support staff.
- Responds to patron inquiries and concerns.
- Supervises the general care and cleaning of the facility and the maintenance and minor repair of equipment.
- Inspects the facility on a daily schedule and reports any unsafe conditions in equipment to the seasonal pool manager immediately.
- Maintains records, reports and information regarding patron attendance, water chemistry, daily weather conditions, and incidents or accidents.
- Plans and provides for the in-service training of the Lifeguard staff.
- Performs Lifeguard duties.
- Carries out additional duties as assigned by the seasonal pool manager.

Qualifications - Required Minimum Qualifications

- American Red Cross or equivalent certifications:
 - CPR for lifeguards
 - AED
 - First Aid
 - Lifeguard Training
- Ability to speak/write/understand English.
- Ability to evaluate conditions in assigned area and make judgments related to safety.

- Ability to provide excellent customer service.
- Ability to stand, walk, and kneel in the performance of assigned tasks.
- Clean and neat appearance.
- Current lifeguard certification and ongoing ability to pass all certification components.
- Effective interpersonal skills, including conflict resolution skills.
- Effective leadership skills.
- Tactful and effective communication skills.
- Must maintain acceptable background information, including conviction history.
- Must be 18 years of age or older.

Desired Qualifications – In addition to the required minimum qualifications:

- Previous experience as a Lifeguard.
- Previous experience as a Water Safety Aide.

This is a part-time seasonal position, 40 hours of work per week are not guaranteed.