

REC SPECIALIST I
HEAD LIFEGUARD PART-TIME
(Opener)

SUMMARY OF POSITION

Under the direction of the Aquatics Supervisor, the Head Lifeguard (evening) is expected to be a role model for the lifeguards and swim instructors and shall be responsible for maintaining a clean and safe pool area during the midday and/or evening shifts. This position is also responsible for enforcing policies and procedures of the pool area and providing a safe, clean and welcoming environment for all users at the ***Mentor Community Recreation Center (MCRC)***.

ESSENTIAL JOB DUTIES

- Arrives daily 30 minutes prior to facility opening to prepare the pool area for a safe opening
- Assists the Aquatics Supervisor in training new lifeguard staff through efficient shadowing
- Provides preventative lifeguard duties and protects all people using the swimming pool area
- React quickly and efficiently to all emergencies or safety situations by using the appropriate skills taught through training
- Provides excellent customer service while maintaining a clean and safe pool environment.
- Performs other duties necessary for a clean and safe pool area including chemical checks and assigned cleaning
- Attends & participates positively in all in-service trainings and meetings and maintains certifications in ARC LG, CPR and FA
- Promotes the departments programs with members who may benefit from them
- Provides positive communication with peers, supervisors and members to prevent issues & complaints while demonstrating a fix-it attitude
- Follows department policies and procedures with special attention to attendance, punctuality, dress code, display of ID badge and safety
- Perform preventive equipment maintenance and maintain cleaning schedule
- Monitor, log and report equipment needed for repairs
- Assist the Aquatic Supervisor in the hiring, training and evaluation of staff
- Prepare various reports, including monthly and end-of-year
- Serve as a first responder in emergency situations and follow emergency protocols set by the MCRC
- Assist with planning and implementation of other MCRC wellness programs and special events

PARKS & RECREATION
RECREATION SPECIALIST I
MCRC Head Lifeguard (Opener)
PT GR10 NON-EXEMPT
6/30/2026

- Problem solve and make decisions in the best interest of the municipality
- Adhere to all policies and procedures as outlined in the Employee Manual
- Perform monthly AED safety checks
- Perform weekly and monthly data entry

MINIMUM QUALIFICATIONS

- Must be mature and professional with strong organizational, customer service, leadership, and problem-solving skills
- Must have a current Lifeguarding/CPR/First Aid/AED certification
- Must be able to lift 50 pounds

PREFERRED QUALIFICATIONS

- High School Diploma, GED or equivalent certificate
- 18 years of age or older
- Previous lifeguarding and aquatics operations experience

WORKING CONDITIONS

- Steadily works in pool area, temperature-controlled
- The person in this position needs to consistently move about the facility
- Possess the ability to communicate information and ideas so others will understand and exchange accurate information in critical situations
- Ability to move equipment weighing up to 10 pounds
- Ability to observe details at both close range and in the distance
- Capable of maintaining self-control and composure in high stress and/or difficult situations
- Position may require evening and/or weekend availability

DISCLAIMER

The City of Mentor retains the right to change or assign other duties to this position. The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. The City of Mentor is an Equal Employment Opportunity (EEO) employer.