

**TOWN OF CAMP VERDE
HEAD LIFEGUARD**

GENERAL SUMMARY:

Annual seasonal employment; April through September, (may vary). Under the supervision of the Pool Manager, the Parks and Recreation Director and the Recreation Supervisor, performs a variety of tasks involved in the operation, maintenance and supervision of a public swimming pool and performs related duties as required.

EXAMPLES OF DUTIES:

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

1. Schedules and supervises lifeguards, swim instructors, cashiers and volunteers.
2. Prepares accident reports as necessary.
3. Conducts and supervises routine maintenance and monitoring of pool and associated facilities.
4. Performs duties as assigned by the Pool Manager.
5. Assists with training, lessons, events and programs.
6. May have to work off premises; town hall/other town property.

ACCEPTABLE EXPERIENCE AND EDUCATION:

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for the satisfactory job performance. Graduation from high school, including or supplemented by courses in physical education and/or recreation, as well as first aid, plus two years of experience in aquatics program in preferred. Must be 17 years of age.

DESIRABLE KNOWLEDGE AND SKILLS:

Considerable knowledge and training in life-guarding, first aid principles, safety policies and procedures, programs and events, heating, chlorination, filtration, and all health and safety practices. Must possess all required certifications; ARC, WSI or equivalent. Ability to supervise staff and volunteers. Must possess excellent communication skills and be able to effectively work with the general public. Must possess a valid Arizona Driver's License. The ability to work as a team player; always helping to keep an enjoyable work environment.

TOWN OF CAMP VERDE LIFEGUARD

GENERAL SUMMARY:

Under general supervision; observes swimmers, pool area and associated facilities from assigned station and responds to unsafe conditions, rescue needs, potential hazards and unsafe behavior to swimmers. Explains and enforces safety rules, policies and procedures. Performs various maintenance and custodial and performs related duties as required.

EXAMPLES OF DUTIES:

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

1. Observes swimmers and pool area from guard stand or deck for dangerous or life-threatening situations. Enforces safety rules, policies and practices. Maintains control, prevents horseplay and fighting.
2. Practices rescue and safety drills.
3. Performs routine cleaning and maintenance functions including; deck area, restrooms, changing areas, equipment room and associated facilities.
4. Repairs, maintains and organized equipment and supplies.

ACCEPTABLE EXPERIENCE AND EDUCATION:

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Must be 15 years of age.

DESIRABLE KNOWLEDGE AND SKILLS:

Knowledge of lifesaving techniques, water safety practices and ability to rescue persons using lifesaving techniques. Must work effectively and congenially with the general public and insure compliance with rules, regulations and policies. Must possess all required certifications; ARC, or equivalent. The ability to work as a team player; always helping to keep an enjoyable work environment.

**TOWN OF CAMP VERDE
POOL CASHIER**

GENERAL SUMMARY:

Annual Seasonal Employment; April through September (may vary). Under the supervision of the Pool Manager and Head Lifeguard; performs a variety of tasks related to record keeping and cashiering.

EXAMPLES OF DUTIES:

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

1. Greeting patrons.
2. Excepting entrance fees.
3. Selling pool passes.
4. Explaining pool rules to citizens.
5. Checking to make sure that children that are not accompanied by a parent are at least 7 years old.
6. Insuring cash drawer balances with end of shift totals on register tape.
7. Fill out attendance records.
8. Cleaning of office, vacuuming, trash, windows, etc.

ACCEPTABLE EXPERIENCE AND EDUCATION:

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Must be at least 14 years of age.

DESIRABLE KNOWLEDGE AND SKILLS:

Must be able to work calculator, as well as cash register. Must possess good communication skills and work with the general public.