



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Head Lifeguard (Part-Time)
Department / Location:	High School Pool
Reports to:	Aquatics Director
Employees Supervised:	None
Classification:	12-month
Status:	Non-exempt
Created / Revised:	May 2025
Board Approved:	N/A

Position Summary

The Head Lifeguard is responsible to assist in providing a fun, comprehensive community swim program while maintaining a safe aquatic environment. Serve as the supervisory staff member during aquatic programs. Work schedule varies with 5-20 hours per week available.

Essential Functions and Responsibilities

1. Responsible for pool operations and facility when Aquatics Supervisor is not on site.
2. Responsible for ensuring proper supervision of participants on deck and in the water during aquatic programs. Must know all programs and events.
3. Sportsman Registration and use of a cash register.
4. Oversees lifeguards during shift-including check staff positions in relation to participants, monitors lifeguard rotations and breaks, delegate duties to lifeguards.
5. Provide orientation for new lifeguards.
6. Recognize/respond quickly to all emergencies. Know emergency safety procedures. Supervises/assists in emergencies to ensure all established procedures are followed. Directly responsible for notifying the Aquatics Supervisor of any emergencies.
7. Responsible for on-site public relations. Appropriately handles questions and concerns at the site.
8. Follow, observe, enforce and explain all facility rules and regulations.
9. Opening and closing of the pool facility. Arrives 15 minutes prior to the start of programs to inspect the pool for safety issues prior to participants entering, ensure proper doors are open, etc. Secures pool area at the end of the program after all participants have left.
10. Clean the pool, deck and locker room as needed throughout the day.
11. While on duty must wear a staff uniform and be rescue ready at all times (pocket mask, whistle, and uniform).
12. Test pool chemicals and record on appropriate forms; adjust as needed.

13. Responsible for handling or assisting with any contamination incidents including clean up, superchlorination of the pool and documentation.
14. Attend and assist in all staff meetings, evaluations and staff training.
15. Communicates equipment and supply needs, maintenance concerns to the Aquatics Supervisor.
16. Substitutes for staff as needed.
17. Know all functions of all pool equipment.
18. Carries out additional duties as may be assigned by the Aquatics Supervisor.
19. Always maintain proper and direct supervision of participants during all scheduled programs. Never leave the pool unsupervised to perform other duties unless relieved or in an emergency.
20. Must be motivated and set a positive example for the rest of the staff to follow.

Knowledge, Skills and Abilities

1. Have thorough knowledge of lifeguarding techniques and water safety practices.
2. Must have knowledge of aquatic risk management practices and emergency procedures.
3. Ability to assign duties and supervise aquatic personnel. Possess and demonstrate leadership skills, public relation skills, and decision-making skills.

Working Conditions

1. Indoor pool environment

Physical Requirements

1. Be in good physical condition, have good verbal communication skills, show initiative, be dependable, show enthusiasm, and have a desire to serve the public.

Education and Experience

1. Must be 18 years old or high school senior and have 21-years lifeguarding experience.

Licenses and Certifications

1. Must hold current American Red Cross Lifeguard certification.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.