MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-316-1917 F: 608-221-7688 www.mononagrove.org

Position Description

Position Title:	Head Lifeguard
Department / Location:	Aquatics / MGHS Pool
Reports to:	Aquatics Supervisor
Employees Supervised:	None
Classification:	Non-exempt
Status:	12-month
Created / Revised:	April 27, 2026

Position Summary

The Head Lifeguard works under the direction of the Aquatics Supervisor and is responsible to assist in providing a fun, comprehensive community swim program while maintaining a safe aquatic environment. This position serves as a supervisory staff member during aquatic programs, performs lifeguard related duties, provides swimming instruction, and assists with overall management of the aquatic center.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions:

- Serves as a Swim Instructor and Swim Lesson Supervisor when scheduled; see Job Description for Swim Instructor and Swim Lesson Supervisor for more information.
- Assist with hiring/onboarding, supervision, scheduling, evaluation, and coverage, as needed, of pool staff.
- Understand emergency safety procedures and provide assistance to emergencies on shift. Directly responsible for notifying the Aquatics Supervisor of any emergencies.
- Understand and model all facility rules and regulations for staff and community members.
- Opening and closing of the pool facility; arrive 15 minutes prior to start of programs to inspect pool for safety issues prior to participants entering, ensure proper doors are open, etc. and secures pool area at the end of the program after all participants have left.
- Work with Aquatics Supervisor to oversee routine maintenance and upkeep of facility which includes but is not limited to; cleaning pool, deck, locker room, testing and maintaining pool chemical levels, maintaining inventory, and assisting with any

contamination incidents including clean up, super chlorination of the pool and documentation.
- While on duty must wear a staff uniform and always be rescue ready (rescue tube, pocket mask, and whistle).
- Must be motivated and set a positive example for the rest of the staff to follow.
- Attend and/or assist in all staff meetings, evaluations and staff training.
- Other duties as assigned.

Responsibilities

- Responsible for pool operations, facility, and programming when Aquatics Supervisor is not on-site.
- Responsible for ensuring proper supervision of participants on deck and in the water during aquatic programs; never leave the pool unsupervised to perform other duties unless relieved or in an emergency.
- Responsible for on-site public relations with community members; appropriately handles questions and concerns at the site and escalate to Aquatics Supervisor, as needed.
- Assist with coordinating lifeguard coverage for unexpected absences by contacting available staff to support minimum staffing requirements. Escalate to the Aquatics Supervisor if coverage cannot be secured.

Knowledge, Skills and Abilities

- Possess and demonstrate leadership skills, public relation skills, and decision-making skills.
- Must have thorough knowledge of lifeguarding techniques and water safety practices.
- Must have knowledge of aquatic risk management practices and emergency procedures.
- Know all functions of all pool equipment.

Working Conditions

- Indoor office environment.
- School environment.
- Aquatic Center environment.

Physical Requirements

- 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

- Must be 18 years old.
- One year of lifeguard experience required.
- One year of swim lessons and/or instructor experience is required.

Licenses and Certifications

- American Red Cross Lifeguard certification is required.
- Red Cross Lifeguarding Instructor certification and American Red Cross Water Safety Instructor certification is preferred (or able to obtain within 6 months of hire).

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