



## **City of Pacifica**

### **Lifeguard I /Water Safety Instructor**

**PART TIME**

#### **DEFINITION**

Under direct supervision, ensures the safety of pool patrons, enforces facility regulations, and performs water rescues as needed. Provides structured swimming instruction and water safety training consistent with American Red Cross standards. Maintains a safe, positive, and educational aquatic environment through vigilant supervision, professional communication, and adherence to safety procedures.

#### **DISTINGUISHING CHARACTERISTICS**

This classification represents the combined responsibilities of entry-level Lifeguards and certified Water Safety Instructors. Employees in this class are responsible for both water surveillance and instructional delivery. Positions at this level require Red Cross Lifeguard and Water Safety Instructor certifications and demonstrate strong customer service and instructional skills.

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Monitor pool areas and deck activities to ensure patron safety.
- Enforce pool rules and regulations to prevent accidents or unsafe conduct.
- Perform water rescues, first aid, and CPR as required.
- Conduct swimming and water safety classes following the American Red Cross curriculum.
- Observe, evaluate, and test participants' swimming abilities; provide feedback and complete Red
- Cross records and progress cards.
- Prepare teaching plans and ensure all materials and equipment are ready prior to instruction.
- Ensure all participants are properly supervised and accounted for during swim lessons and open swim sessions.

- Participate in setup, takedown, and cleaning of pool facilities and equipment.
- Maintain accurate attendance, accident, and training records.
- Attend required staff meetings, in-service trainings, and safety drills.
- Respond to patron questions, provide information on aquatic programs, and maintain excellent public relations.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Must be at least 15 years of age.
- Graduation from high school or GED equivalent is desirable.
- Prior lifeguarding or swim instruction experience preferred but not required.

### **Licenses and Certifications:**

- Required at Appointment or within 30 Days:
  - American Red Cross Lifeguard Training and CPR/AED for the Professional Rescuer.
  - Standard First Aid and Title 22 (or equivalent) Certification.
- Required within Six (6) Months of Hire:
  - American Red Cross Water Safety Instructor (WSI) Certification.
    - Equivalent certifications may be accepted with department approval.
    - Certifications must be maintained as a condition of continued employment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Water safety practices, rescue techniques, and emergency response procedures.
- Principles and methods of swimming instruction for all ages and abilities.
- Red Cross program standards and documentation procedures.
- Proper pool facility operation, including chemical awareness and basic maintenance.
- Public relations, conflict resolution, and communication techniques.

### **Ability to:**

- Recognize and respond effectively to water emergencies.
- Enforce safety rules tactfully and maintain authority in a positive manner.
- Plan, organize, and deliver swimming lessons effectively.
- Communicate clearly with children, parents, and staff.
- Maintain accurate and timely records.

- Work collaboratively with a team in a fast-paced, public environment.

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**Job Title:** Lifeguard I / Water Safety Instructor (Part-Time)

**Reports To:** Pool Manager and/or Recreation Specialist

**Job Type:** Part-Time

**FLSA Status:** Non-Exempt

**Bargaining Unit:** Part-Time / NA

**Effective:** 01/01/2026

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