



**VILLAGE OF LINCOLNSHIRE**  
**Job Description**

**Title:** Seasonal Lifeguard  
**Department:** Public Works  
**Date:** February, 2018  
**Classification:** Non-Exempt

Note: This job description describes a general category of jobs. In order to meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

**GENERAL DESCRIPTION**

Provides supervision to all beach patrons at Spring Lake Beach. Spring Lake Beach is a small lake, approximately one acre in size. The lake is used half for swimming and half for fishing. The lake is approximately 14 feet deep and has a gradually sloping sand bottom. There is a slide and raft in the deep end of the lake with a rope delineating shallow areas from deep areas.

Oversees the general conditions and as necessary, provides general cleaning of the beach and Spring Lake Pavilion for use by beach patrons, park users and staff.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Head Lifeguard.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES**

- Oversees the beach facility and Spring Lake pavilion to make sure that it is properly prepared and cleaned each day to meet Lake County Department of Health Standards and the needs of beach patrons.
- Watches all swimmers in the lake and aids any swimmer in need of assistance, while following accepted lifesaving practices.
- Maintains order among beach users, tests any swimmers with questionable swimming skills.
- Sets out all life-saving equipment in morning, and locks equipment up at closing.
- Collects daily use fees, checks beach tags, enforces beach rules and keeps a daily log of all cash transactions.

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- Cleans and rakes beach and cleans the Spring Lake Park Pavilion interior and grounds in the morning and as necessary.
- Maintains personal time records.
- Maintains order among beach users.
- Prepares the cash and paperwork required to process daily beach users fees and season tag holders. Balances income with beach user numbers. Submits daily fees to the Finance Department. Makes sure there is sufficient cash in the cash drawer.
- Maintains first aid and safety equipment to ensure proper use and condition.
- Makes sure that life-saving equipment is operational, maintained, in good working order and properly located at the beach when the beach is open and that it is properly secured at the end of the day.
- Is familiar with the Village Code relative to the regulations pertaining to Spring Lake Beach, staff and the park facility.
- Performs other duties as required or assigned.

### **CONTACT OUTSIDE OF DEPARTMENT**

General public and Spring Lake Park and Beach patrons..

### **TOOLS AND EQUIPMENT USED**

First aid kit, back board, fisherman's crook, life preserver, bull horn, whistle, rake, broom, AED, radio, cash register and life-saving equipment.

### **PHYSICAL DEMANDS**

Lifting, pushing, pulling or carrying of objects up to 100 lbs. occasionally, under 20 lbs. frequently; raking, digging for extended periods. Work may also consist of working in all types of weather, standing, bending, twisting, kneeling, squatting, crawling, reaching, climbing, and grasping. Must have dexterity sufficient to manipulate objects as small as 1/4". Hearing and speaking ability sufficient to understand radio transmissions and converse both in person and over the telephone. Must be able to work in a variety of environmental conditions. May be required to work, continuously, for long hours in emergency situations. Frequently performs physically demanding work for sustained periods of time.

### **WORKING ENVIRONMENT**

Outside continually in temperatures of up to 110 degrees.

**MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED**

**EDUCATION**

Must have the ability to obtain to obtain the following certifications: American Red Cross Lifeguarding, R.94; Current certification, American Red Cross CPR for the professional rescuer.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Requires good public relations skills and ability to maintain records. Must have experience in a supervisory position. Must have ability to read and write reports in English. Must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone. Must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.

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Revised: February 2018.

BHW