

**JOB DESCRIPTION**  
**ASSISTANT LAKE DIRECTOR**

Job Title: Assistant Lake Director

Qualifications:

- Certification in the following:
- American Red Cross (or equivalent) Lifeguard Training
- American Red Cross Community First Aid & Safety
- American Red Cross CPR/AED Training

Experience:

- **Minimum** of 1 year lifeguarding experience
- Supervisory experience preferred

Knowledge:

- Thorough knowledge and application of lifeguarding rescue techniques.
- Knowledge of principles and practices of facility rules, policies
- and procedures.
- The ability to instruct, assign, supervise, and evaluate lifeguarding staff in the performance of their duties
- Leadership qualities and public relations skills
- Red Cross surveillance and rescue techniques.

Main Duties:

- Responsible for the safety of facility members
- Responsible for the supervision of lifeguarding staff in the absence of the Lake Director.
- Enforces all of the facilities policies, rules, and regulations
- Responds to members concerns and inquiries
- Supervises the general care and cleaning of the facility
- Inspects the facility on a daily schedule and reports any unsafe conditions to the Lake Director
- Performs lifeguard duties
- Carries out additional duties as assigned by the Lake Director
- Observe and enforce all rules and regulations
- Maintain Daily Log Book

Reports to: Lake Director