



JOB DESCRIPTION & DUTIES

For the position of

BARCROFT BEACH LIFEGUARD DUTY MANAGER



The below specifications are intended to present a descriptive list of the range of duties performed by the two ratings of lifeguard duty managers at Lake Barcroft. Specifications are not intended to reflect all duties performed within the job but shall represent a reasonable comprehensive list of expectations for entry level leadership. Additional duties and responsibilities not listed here apply Senior Duty Manager.

GENERAL SUMMARY:

The Lake Barcroft lifeguard duty manager works under the direct supervision of the Lake Barcroft water safety supervisor to direct and manage lifeguard operations on all Lake Barcroft Beaches, with the primary objective to safeguard all beach patrons from drowning and other accidents. While the beaches are open for swimming, the duty manager is responsible for ensuring there is constant patron surveillance of the designated Lake Barcroft swimming areas and enforcement of recreational rules and regulations established by the Lake Barcroft Association. This includes conducting basic lifeguarding duties, handling the day to day function of a lifeguard squad, coordinating lifeguarding shifts, leading trainings, properly caring for and maintaining equipment, and communicating issues to the water safety supervisor or the Lake Barcroft Association management. Additionally, with the support of the water safety supervisor, duty managers are expected to patrol the waters of Lake Barcroft and all common properties belonging to the Lake Barcroft Association during business hours, to ensure acceptable use and adequate water safety.

Duty managers support the work of all grades of Waterfront Beach Lifeguard and model the highest standard of professionalism for open water lifeguards as identified by the United States Life Saving Association. As such, lifeguard duty managers must practice preventative lifeguarding, keep themselves physically fit and mentally aware, maintain and operate safety equipment, administer first-aid as required, and render aid necessary to rescue and resuscitate near drowning victims. The lifeguard duty manager is expected to coordinate the efforts of lifeguards under his/her direction. The lifeguard duty manager ensures lifeguard staff assist in the cleaning, security, and maintenance of LBA common properties on and adjacent to beach areas without discontinuity of patron surveillance and safety supervision. The lifeguard duty manager carries out performance evaluations of staff as directed by the water safety supervisor. The lifeguard duty managers may be assigned leadership tasks by the water safety supervisor for the purpose of training, coordination, organization, implementation, planning, or rescue. As an operational decision maker, the duty manager is expected to have strong problem solving skills. The lifeguard duty managers work as part of a larger response team, under the direction of the water safety supervisor, and are expected to assume initial incident command duties during an emergency response. The duty manager may work in concert with Fairfax County Police, Fire, and/or EMS personnel to facilitate an interagency response to mitigate emergencies or attend to the community wellbeing.

There are six ratings of waterfront beach lifeguards at Lake Barcroft: Probationary Open Water Lifeguard, Open Water Lifeguard 1, Open Water Lifeguard 2, Senior Open Water Lifeguard, Duty Manager, and Senior Administrative Manager.

SALARY/WAGE:

\$18 - \$21/hour, seasonal lifeguard management

WORKLOAD OPTIONS:

- Full time (36-42 hrs/wk) 14-16 weeks desired
- Flexible and substitute work loads may be arranged if there are an inadequate number of qualified full time candidates.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

1. Primary incident commander for incidents, accidents, and emergencies on Lake Barcroft or its beaches during posted business hours- weather permitting.
2. Immediately and appropriately respond to and/or direct the lifeguard response to all illness, injuries, or other emergencies occurring on or around Lake Barcroft. This includes but is not limited to using a motorized watercraft, performing lifeguarding skills, first aid skills, CPR, emergency oxygen administration, or other essential skills within the scope and practice of the lifeguard's training.
3. Provide for a reasonable standard of care necessary to stabilize injured or ill patrons prior to the arrival of advanced emergency medical services.
4. Rescue swimmers or boaters in immediate danger as capable.
5. Perform functions of a waterfront beach lifeguard as necessary.
6. Monitor all levels of Lifeguard job performance. Provide feedback and immediate corrective action as necessary. Complete formal job evaluations as assigned.
7. Provide for regularly scheduled 30-minute employee breaks for those working more than 4 hours and as needed by employees.
8. Provide for and ensure the safety and security of staff and patrons on all common properties of the Lake Barcroft Association.
9. Safely navigate a gasoline powered watercraft to patrol Lake Barcroft and its common properties. Ensure this watercraft is properly equipped for rescue and use is restricted to authorized activity.



10. Communicate pertinent information regarding beach and lake use and other safety guidelines to the water safety supervisor.
11. Monitor patron activities on beaches and the water; provide instructions and prevent accidents.
12. Caution patrons of unsafe practices and enforce recreational rules and regulations established by the Lake Barcroft Association.
13. Report in and out from the assigned duty post promptly at expected time.
14. Mitigate patron concerns through direct interaction or redirect information to the water safety supervisor.
15. Communicate openly and regularly with the water safety supervisor, other duty managers, and team members.
16. Ensure opening or closing procedures are followed as amended by the water safety supervisor and/or the LBA board of directors. (attachment)
17. Ensure the reasonable care and storage of all equipment belonging to the Lake Barcroft Association.
18. Ensure the adequate fuel supply for outboard marine motors sufficient for daily operations. This may include using one's personal vehicle to acquire fuel in supplied marine fuel storage containers.
19. See that all beaches keep accurate and timely record of daily beach activities to include but not limited to water conditions, weather conditions, hazards, swim counts, and general announcements.
20. Attend and participate in all mandatory staff meetings and in-service training. Paid training is offered bi-weekly beginning in June. A minimum of 1 hour of participation must be maintained for each pay week of individual employment. Failure to do so will result in wage reductions equivalent to the missing time.



OTHER FUNCTIONS & EXPECTATIONS:

- Work as a team player with other members of the aquatic staff, including other lifeguards, managers, and aquatic instructors. Recognize your role as an employee of the community association. Under direct supervision of the water safety supervisor co-operate with other community organizations such as the Lake Barcroft Watershed Improvement District, the LBA Maintenance and Improvement Committee, the Lake Barcroft Women's Club, LBA Landscaping contractors, and the LBA board of Directors.
- Maintain a professional appearance and demeanor, including abiding by uniform requirements.
- Daily Exercise. Maintain the fullest level of professional training and physical stamina.
- Be an ambassador to the community. Greet all visitors; resident and non-resident, politely and positively. Use family appropriate language at all times.
- Restrict access to the lake, its beaches, and common properties to properly identified residents and their guests.
- Ensure reasonable cleanliness and aesthetic appearance of assigned common properties. Attend to trash receptacles as listed in opening/closing procedures.
- Inspect, clean, and maintain safety, communication, and utility equipment.
- Ensure the protection and security of wildlife while safeguarding patron wellbeing.
- Attend to the duties and expectations in Opening Manager, Closing Manager, and Break Manager *Procedures and Responsibilities* Outlines.
- Be a professional role model and leader to lifeguard staff, jr. lifeguards, and community members.
- Plan Lead and execute lifeguard inservice training.
- Other lake/beach related duties assigned by the water safety supervisor.

QUALIFICATION GUIDELINES

The qualification guidelines herein are representative of those that must be met by all lifeguard employees to successfully perform the essential functions of this job. 67 hours of comprehensive training must be satisfied prior to taking any lifeguard responsibilities.



Pre-Employment Requirements:

Prior to employment as a lifeguard duty manager, all candidates must satisfy the following:

- 18 years of age or older.
- Must possess a high school diploma or equivalency certificate.
- Must possess a current state issued driver's license and have access to a motor vehicle.
- Must possess current waterfront beach lifeguard certifications in accordance with the USLA.
- Continuous 500-meter open water swim within 10 minutes or less immediately followed by 2 minutes of treading water without the use of the hands (tested monthly).
- Swim submerged for 20 meters.
- 250-meter rescue board paddle in 3:00 or less
- 15-meter run- 30-meter swim-15-meter run in 1:45 or less
- Assessment of basic lifeguard and first aid knowledge and skills including but not limited to a submerged victim recovery, spinal management, and CPR.
- Delivery of all required administrative paperwork, including a clear medical evaluation, to the Lake Barcroft Association office.

Experience Requirements:

- Must possess a NASBLA approved state boating license or obtain it within 10 days of employment.
- Must possess and maintain current open water lifeguard credentials as described in the Barcroft Beach Lifeguard Handbook in accordance with the USLA standards for seasonal Open Water Lifeguards
- Must have worked a minimum cumulative total of 900 hours of employment compiled in no fewer than three seasons as a seasonal open water lifeguard.
- Successful completion of 200 hours as an Open Water Lifeguard II or equivalent.
- Satisfactory performance rating as an Open Water Lifeguard II or equivalent
- Satisfactory demonstration of Open Water Lifeguard II skills.



General Knowledge, Skills, and Abilities Required:

- Good technical problem-solving skills. Ability to make reasonable and rational decisions.
- Ability to react calmly and effectively in emergency situations. Works well under pressure.
- Excellent communication skills, both orally and written. Knowledge of multiple languages is helpful.
- Strong swimming skills (see pre-employment requirements)
- Ability to safely operate a watercraft powered by a gasoline outboard motor.
- Knowledge of freshwater ecosystems is helpful.
- Ability to direct groups of people.
- Able to teach general rescue skills and water safety lessons.
- Able to establish and follow a command structure.
- Good ethical integrity. Able to enforce rules and regulations fairly and consistently.
- Maintenance of physical endurance and agility necessary to perform job functions.(see physical requirements)
- Willingness to accept leadership responsibilities.
- Willingness and ability to conduct in-service fitness training and rescue skills review.
- Must obtain FEMA's ICS-100 within 30 days of employment and ICS-700 within the first season as a duty manager.



Certification Requirements:

Lake Barcroft Association is a certified seasonal open water lifeguard agency through the United States Lifesaving Association (USLA) and an authorized provider for the American Red Cross (ARC). Each employee will receive training and maintain certifications for American Red Cross Lifeguard Bundle 5 satisfying requirement Title 22 of the California Code of Regulations. Additional open water lifeguard training referencing the USLA manual *Open Water Lifesaving, 3rd Edition* is also required. The following is a breakdown of the certification training programs required of the Duty Manager and the time allotted to each:

- *(Pre-Employment)* American Red Cross or Equivalent Lifeguarding (deep water skills) *28 hrs. 35 min*
- *(Pre-Employment or OJT)* Basic Life Support CPR and AED training for professional rescuers.
 - Completed before being assigned duties.
 - ARC or AHA preferred. Will accept all Virginia BLS certifications. *6 hrs.*
- *(OJT)* USLA open water lifeguard training. -Completed before being assigned duties.
 - Pre-season screening and open water lifeguard orientation. *16 hrs.*
 - Lake Barcroft Association administrative orientation. *8 hrs. 30 min*
 - Open Water Lifesaving skill training. *24 hrs.*
 - ARC Waterfront Lifeguarding. *2 hrs. 30 min.*
- *(OJT)* USLA Public Safety Medical Aid Training. Completed before being assigned duties
 - ARC Asthma Inhaler Assist course. *45 min*
 - ARC Anaphylaxis and Epinephrine Auto-Injector course. *1 hr. 15 min*
 - ARC Bloodborne Pathogen training course. *1 hr.*
 - ARC Emergency Oxygen Administration course. *2 hrs*
 - ARC Title 22 First Aid *17 hrs. 30 min*
- *(OJT)* Boating Safety and Operations
 - NASBLA Boaters License *4 hrs*
 - LBA Boating Safety Test *1 hr*
 - Boating skill demonstration *1 hr*
- *(OJT)* FEMA National Incident Management System
 - ICS-100 *2 hrs*
 - ICS-700 *3 hrs*



Additional Training

- Advanced First Aid training such as Emergency Medical Responder or Emergency Medical Technician is desired but not required. No government approved continuing education credits can be provided for these certificates.
- All Job Training certifications can be renewed if the proficiency requirements have been met through bi-weekly in-service training. The lifeguard is responsible for administrative costs.
- Weekly in-service skill training and weekly fitness training is required to remain employed.
- Every lifeguard and lifeguard manager must exercise daily to remain mentally alert and physically ready. A record of individual fitness activity shall be kept by management.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Productivity:

- Must perform work in an efficient, effective and timely manner with minimal direction.
- Must be able to direct others with authority.
- Must be able to make immediate decisions to take control of emergency situations.

Physical Requirements:

- Ability to lift a person off the bottom and out of the water (average weight 175 lbs).
- Ability to push, pull, or lift 20 pounds (frequently), 50 pounds (occasionally), and 150+ pounds (rarely).
- Perform all physical skills required for waterfront lifeguard, first aid, and CPR certifications and in-service trainings.
- Ability to stand or sit for long periods of time in varying outside air temperatures and climate conditions.
- Must be comfortable in sand and turbid lake water.
- Must have corrected vision (20/20) sufficient to distinguish objects at a distance of no less than 100 yards and distinguish color.
- Must have sufficient hearing to perform the duties of the job.
- While performing duties of this job, employees are occasionally required to climb or balance; jump, stoop, kneel, or crouch.
- Ability to safely climb to and quickly exit from heights up to 10 feet.
- Ability to walk, run, jump, or stand on uneven terrain.
- Ability to work from unstable watercraft.
- Must exercise daily and otherwise maintain peak physical endurance.
- Ability to safely operate a motor vehicle and gasoline powered outboard marine motor.



Work Environment:

Lifeguards and lifeguard managers are required to work at a private freshwater lake and its five beaches where they are exposed to inclement weather conditions, often with insufficient protection from the sun. Hazards may be presented by naturally occurring and regularly changing conditions such as water temperature, debris, and uneven sand. Work in and around turbid fresh water. Lifeguard managers must handle gasoline in portable marine fuel storage tanks.

Other Factors:

Lifeguards and lifeguard managers may be required to work extended hours including evenings, weekends, and holidays. Lifeguards and lifeguard managers may be called upon for after-hours emergency resource management within the season of employment. Seasonal employees do not earn overtime, but reasonable extra compensation will be considered when available.

