



HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

EXTERNAL JOB POSTING TOWN OF LAKEVILLE

LIFEGUARD/SWIMMING INSTRUCTOR

- POSTING DATE:** April 27, 2021
- POSITION:** To perform water safety life guarding, Swimming instruction, recreational activities, and related work as necessary at Clear Pond Park and Ted Williams Camp. This is a seasonal position, consisting of a nine to ten-week employment term. All interested parties should apply in writing to Clorinda Dunphy, Human Resources Director 346 Bedford Street, Lakeville MA 02347 or cdunphy@lakevillema.org with application attached. Full job description is attached to this posting and is also available in Human Resources.
- HOURS:** The Clear Pond Park hours of operation are from 10:00 AM to 6:00 PM Sunday through Saturday with ½ hour for lunch and two (2) fifteen-minute breaks. Work is generally performed outdoors under variable weather conditions. Depending on various circumstances, start and finish times may vary.
- WAGES:** \$12.89 – \$15.27 per hour, Level 11 Non-Union
- QUALIFICATIONS:** Must be 16 years of age or older. Proof of current certifications required. Oral interview and reference check. CORI evaluation and drug test required.
- POSTING CLOSING:** May 11, 2021

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Clorinda Dunphy, Human Resources Director, cdunphy@lakevillema.org, 508-946-8808.

JOB DESCRIPTION

TOWN OF LAKEVILLE LIFEGUARD/SWIMMING INSTRUCTOR

GENERAL STATEMENT OF DUTIES: To perform water safety life guarding, Swimming instruction, recreational activities, and related work as necessary at Clear Pond Park and Ted Williams Camp. This is a seasonal position, consisting of a nine to ten-week employment term.

SUPERVISION RECEIVED: Park Commission designated supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Possess appropriate waterfront skills and knowledge of approved lifesaving methods for water safety and rescue of swimmers.

Ability to rescue swimmers in distress; administer CPR, artificial respiration and other first aid.

Ability to instruct patrons of all levels of ability in swimming and skills necessary for safe aquatic recreation.

Maintain order and discipline at Clear Pond Park.

Ability to immediately evaluate an emergency situation and to act decisively and effectively.

OTHER REQUIRED SUPERVISORY RESPONSIBILITIES:

Establish and maintain effective working relationships with associates, participants and the public.

Maintain records of participation of individual swimming progress. Award certificates for completion of all levels of swimming instruction.

General duties include cleaning, sanitizing and maintenance of the public facilities.

Responsible for maintaining/smoothing beach sand.

Perform general maintenance of the grounds, buildings and equipment.

QUALIFICATIONS AND SKILLS:

Possession of a current (less than 1-year-old) certification in Cardio-pulmonary Resuscitation for the Professional Rescuer (CPR/FPR).

Possession of a current Waterfront Lifeguard Training Certificate.

Possession of a current certificate in First Aid, as prescribed by the Mass. State Dept. of Health.

Possession of a current Water Safety Instructor's Authorization Certificate (WSI).

EXPERIENCE AND TRAINING:

Must be at least 16 years of age. Proof of current certifications required. Oral interview and reference check. CORI evaluation and drug test required.

PHYSICAL REQUIREMENTS:

The physical demands described here 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 the functions.

Frequent strenuous physical effort may be required. Required to perform job duties during outdoor weather conditions for long periods of time. Specific vision abilities required of the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS:

This is a seasonal position, consisting of a nine to ten-week employment term. The Clear Pond Park hours of operation are from 10:00 AM to 6:00 PM Sunday through Saturday with ½ hour for lunch and two (2) fifteen minute breaks. Work is generally performed outdoors under variable weather conditions. Depending on various circumstances, start and finish times may vary.

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half (i.e., one and one half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.