Revised April 2025

TOWN OF MANCHESTER
JOB DESCRIPTION FORM

Date:	2026		
Title:	Lifeguard	**Department:**	Parks and Recreation Department
Supervisor:	Director of Manchester Parks & Recreations and Head Lifeguard	**Employee:**	

General Summary

Under the general direction of the Director and Assistant Director of the Parks and Recreation Department, a Lifeguard safeguards all patrons; rescues swimmers in distress and administers first aid and artificial respiration when necessary; teaches swimming lessons; maintains order and discipline in pool and surrounding area to prevent accidents in and out of the water.

Knowledge, Skills and Abilities Required

- Certified Red Cross Lifeguard Training Certificate, or equivalent.
- American Red Cross CPR for the Professional Rescuer, or equivalent.
- American Red Cross Standard First Aid, or equivalent.

Duties and Responsibilities

- Supervises pool activities at the Rec. Park and ensures that policies, guidelines, and safety procedures are followed.
- Warns swimmers of improper activities or danger and enforces pool regulations and water safety policies.
- Administers first aid in the event of injury, rescues swimmers in distress or danger of drowning, and administers CPR and/or artificial respiration, if necessary.
- Evaluates conditions for safety and initiates aquatics emergency action plan as required.
- Inspects pool facilities, equipment, and water to ensure that they are safe and usable.
- Assists in cleaning the pool and Park House facilities (lobby area, guard room and locker rooms).
- Instructs swimming lessons according to a prescribed routine and curriculum.
- Resolves scheduling conflicts to ensure a safe pool environment when competing programs/priorities require use of the pool.
- Monitor pool water chemistry through testing of water samples.
- Assist with pool maintenance.
- Maintains inventory of first aid supplies and safety / rescue equipment.
- Participate in daily in service training when applicable.
- Additional responsibilities may be assigned as required.

Working Conditions

Frequent weekend and evening work is required.
Per Town hiring Policy, a Lifeguard is required to undergo a criminal background check that includes fingerprinting.

Disclaimer

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled. This document shall not be construed as an employment contract or agreement. All Town employees are considered employees at-will.

Approval

Department Head	**Date**
Town Manager	**Date**
Employee	**Date**