

CITY OF RIVER FALLS
JOB DESCRIPTION

Seasonal Positions:
Lifeguard
Lead Lifeguard

DEPARTMENT: Recreation

REPORTS TO: Recreation Coordinator

FLSA STATUS: Non-Exempt

DATE: February 2026

SUMMARY

Ensure the safety of pool patrons and support with pool operations.

ESSENTIAL FUNCTIONS

- Perform lifeguard duties as assigned.
- Collect and process payments in accordance with established procedures.
- Enforce pool policies, rules, and regulations using appropriate voice and whistle commands.
- Maintain constant surveillance of assigned areas and avoid distractions.
- Supervise the pool deck and swim areas, remaining alert to patrons who may require assistance.
- Provide rescue assistance and emergency care to individuals involved in incidents.
- Maintain knowledge of the location and proper use of all first aid and safety equipment.
- Accurately complete accident and incident reports and maintain records related to attendance, group usage, weather conditions, and facility closures.
- Assist with daily maintenance, cleaning, office tasks, and other assigned duties.
- Attend required staff meetings and training sessions.
- Communicate clearly and consistently with co-workers, head guards, and the Recreation Coordinator.

Additional job duties and tasks for Lead Lifeguard:

- Develop staff schedules in collaboration with Recreation Coordinator
- Reconcile daily revenue and ensure accurate preparation of deposits.
- Ensure completion of daily pool operational tasks by providing direction and oversight to lifeguards.

KNOWLEDGE, SKILLS and ABILITIES

- Implement water safety principles.
- Recognize and respond quickly and calmly in emergency situations.
- Remain alert and focused for extended periods of time.
- Interact positively with pool patrons of all ages.

QUALIFICATIONS, EDUCATION and EXPERIENCE

Minimum

- Current lifeguard certification with CPR and first aid.
- 16 years of age. Priority will be given to individuals 18+ years old.
- Available to work days, evenings, weekends, and holidays.

Preferred

- 18+ years of age.
- Experience as a lifeguard.
- Experience working with children.
- Experience in customer service.

WORKING CONDITIONS

The City of River Falls is committed to providing an inclusive workplace where all employees feel valued, respected, and supported.

Work Environment and Physical Requirements

This is an active position requiring work in a swimming pool environment and varying weather conditions. The role involves standing, sitting, walking, swimming, and physical activity.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.