



FLSA: NON EXEMPT
EMPLOYMENT STATUS: PART TIME
UPDATED: JANUARY 2026

HEAD LIFEGUARD

DEFINITION

Under general supervision, performs advanced lifeguard duties and serves as the on-duty shift lead during assigned hours. The Head Lifeguard provides direct oversight of lifeguard staff, ensures safe and efficient daily operations of the aquatic facility, and leads emergency response efforts when necessary. This position is a working lead classification and does not include program administration or facility level management responsibilities. Some mornings, evenings, and weekends are required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Recreation Coordinator, Recreation Manager, Recreation Program Assistant or designee. General on shift direction from Recreation Program Assistant. Provides on-shift leadership and direction to lifeguard staff.

CLASS CHARACTERISTICS

This is a lead lifeguard position within the Recreation Department. The Head Lifeguard provides on shift leadership by managing lifeguard rotations and breaks and serving as the first level of staff support and escalation during daily operations. This position is more advanced than Lifeguard due to its responsibility for overseeing shift operations. It is more limited in scope than the Recreation Program Assistant position, which includes responsibility for planning and leading lifeguard trainings and in service sessions, supporting staff scheduling, and providing higher level operational oversight related to aquatic safety.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind work assignments as necessary.

- Serves as the on-duty shift lead and primary point of contact for lifeguard staff during assigned hours
- Oversees daily deck operations and ensures established safety procedures are consistently followed
- Manages lifeguard rotations and required breaks in accordance with established procedures
- Confirms pool readiness at the start of each shift, including staff coverage, uniforms, and placement of safety equipment
- Provides direction and support to lifeguards during incidents and emergency situations
- Assists with coordinating emergency response efforts and implementation of emergency action plans (EAPs) until relieved by supervisory staff
- Reviews incident and accident reports for completeness and accuracy
- Monitors lifeguard performance during shifts and provides real time coaching, guidance, and corrective feedback

- Supports onboarding and skill development of new lifeguards while on shift
- Addresses routine patron concerns and escalates issues as appropriate
- Communicates operational concerns, staffing issues, or safety needs to supervisory staff
- Completes shift checklists and required documentation
- Performs lifeguard duties as needed
- Attends required in service training and staff meetings
- Performs other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices of aquatic safety, rescue techniques, and emergency response.
- Emergency Action Plans and incident response procedures.
- Use and care of lifesaving and safety equipment.
- Customer service principles and public interaction techniques.
- Applicable laws, policies, and regulations related to aquatic facility operations.

Ability to:

- Lead lifeguard staff during assigned shifts.
- Provide instruction, guidance, and feedback to lifeguard staff.
- Make real time decisions related to staffing, safety, and daily operations.
- Communicate clearly and effectively with staff, patrons, and supervisors.
- Enforce rules and policies consistently and professionally.
- Complete accurate reports and documentation.
- Remain calm and exercise sound judgment in stressful or emergency situations.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be possession of a high school diploma or G.E.D. equivalent. Must possess current Standard First Aid, Lifeguard Training, and Title 22 certifications. The Parks and Recreation Department will provide required training and certifications as needed. Minimum of one year of experience as a lifeguard or swim instructor at an organized aquatic facility, with experience assisting with pool operations. Prior experience providing staff leadership and coursework in a related field are desirable.

Bilingual skills are desirable.

LICENSES AND CERTIFICATIONS

- Current American Red Cross Lifeguard Certification (includes CPR, AED, and First Aid)

PHYSICAL DEMANDS

Must possess the mobility to work in a pool setting and use standard aquatic equipment, as well as hearing and speech to communicate in person. This position requires standing, walking, and sitting for

extended periods and moving between work areas. Incumbents may bend, stoop, kneel, reach, push, and pull as needed. Must be able to lift, carry, push, and pull materials and objects weighing up to 50 pounds and perform water rescues, including pulling patrons out of the water.

ENVIRONMENTAL ELEMENTS

Employees work in an open environment with moderate noise levels, cold and hot temperature conditions, and direct exposure to the sun. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.