



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

February 28, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire individuals for the following seasonal positions at the **Lincoln Park Family Aquatics Center**.

Lifeguards

- Please Note:**
- Applicant must be 16 years of age or older.
  - Passing of a Background Check is a condition of employment.
  - Non tobacco users only.

Application Opening Date/Time: March 5, 2018  
 Application Closing Date/Time: UNTIL FILLED  
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
 - OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O'Neil, Affirmative Action Secretary  
City of Marion

**Attachment**

- |                        |                       |               |                 |                 |
|------------------------|-----------------------|---------------|-----------------|-----------------|
| cc: Committee Members  | Public Works Director | Airport       | IT              | Probation       |
| Support Data List (AA) | HRAA – O’Connor       | Council       | Law Director    | Senior Center   |
| Mayor                  | HRC – Mayes           | Engineering   | Municipal Court | Transit         |
| Safety Director        | City Hall – 3 Floors  | Fire Dept (3) | Parks           | Utility Billing |
| Service Director       | Auditor               | Garage        | Police Dept     | WWTP            |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF MARION, OHIO**  
**Job Description**

**Job Title:** LIFEGUARD  
**Department:** AQUATICS  
**Reports To:** AQUATICS DIRECTOR  
**FLSA Status:** Seasonal  
**Prepared By:** H. R.  
**Prepared Date:** 01/09/2012  
**Approved By:**  
**Approved Date:**

Job Type: Seasonal

Location: Lincoln Park Family Aquatics Center

**Overall Job Objective:** Guards swimming areas and observes swimmers to ensure safety; may perform rescue duties as needed, and perform related duties as assigned.

**Duties & Responsibilities:**

- Takes proper safety precautions, anticipates unsafe circumstances, acts accordingly to prevent accidents and injuries, and ensures the safety of participants, facilities, and equipment.
- Guards swimming areas and observes swimmers to ensure safety, order and discipline of participants, and or players, and/or customers.
- Enforces rules, regulations, and policies; maintains safety, order and discipline of participants, and/or players, and/or customers.
- Performs general housekeeping and maintenance duties in pool areas.
- Works as part of a team, attending, orientation and/or staff meetings as needed.

**Qualifications - Required Minimum Qualifications**

- American Red Cross or equivalent certifications:
  - CPR for lifeguards
  - AED
  - First Aid
  - Lifeguard Training
- Ability to speak/write/understand English.
- Ability to evaluate conditions in assigned area and make judgments related to safety.
- Ability to provide excellent customer service.
- Ability to stand, walk, and kneel in the performance of assigned tasks.
- Clean and neat appearance.
- Current lifeguard certification and ongoing ability to pass all certification components.
- Effective interpersonal skills, including conflict resolution skills.

- Effective leadership skills.
- Tactful and effective communication skills.
- Must maintain acceptable background information, including conviction history.
- Must be 16 years of age or older.

**Desired Qualifications** – In addition to the required minimum qualifications:

- Previous experience as a Lifeguard.
- Previous experience as a Water Safety Aide.