

Woodridge Swim Club Job Openings

Summer 2020

Paid Positions: Manager, Lifeguard, Dive Coach

Unpaid Positions: Scorekeeper & Team Unify

Please submit cover letter and resume to the following email no later than 2/16/2020:
deannehuff@comcast.net

Note: Interviews will take place via phone during February and March, and offers will be extended by March 31st. Opening Day is May 9th, 2020.

Manager

Requirements:

- Minimum 5 years and/or 1000 hours of previous lifeguard experience.
- Current Lifeguard, First Aid, and CPR certifications.

General Responsibilities:

- Promotes excellent public relations with all member and non-member pool patrons.
- Assists the Board of Trustees in recruiting and retaining members.
- Ensures and abides by government regulations including Department of Health codes.
- Oversees all pool functions including general use, swim team, swim lessons, and private rentals.

Preseason duties:

- In cooperation with the Board of Trustees, develops the structure of the pool staff and hires staff members.
- Prepares appropriate paperwork and files.
- Ensures that all staff members have current Lifeguard, First Aid, and CPR certifications.
- Provides all staff members with their respective job descriptions.
- Has all lifeguards sign the expectation contract and explains this document to them.
- Collects W-4 forms from all staff members.

Season duties:

- Creates lifeguard schedules on a monthly basis.
- Holds bi-weekly in-service meetings.
- Officially evaluates all lifeguards once per month and provides a formal evaluation at the end of the season.
- Supervises the overall maintenance of the pool facilities.
- Fully responsible for ensuring all daily pool opening/closing requirements are met.
- Keeps all office paperwork updated and available.
- Keeps all maintenance supplies, bathroom supplies, and concessions in stock.
- Coordinates the scheduling of pool rentals and private parties.
- Coordinates all pool activities working with the Head Coach and Head Instructor.
- Attends all Board meetings and prepares a report for the board monthly.
- Ensures that all office records are completed, including member sign in sheets, daily duties, hourly tallies, and chemical logs.
- Approves staff time sheets.
- Ensures that all members have the Permission for Child to Swim Unaccompanied and Emergency Consent Form on file.
- Ensures that all members have paid dues.
- Regulates guest usage and ensures that guest fees are paid.
- Oversees all daily monetary transactions and ensures that daily profits are given to the bookkeeper.

Postseason duties:

- Completes thorough evaluations for each lifeguard; conducts the guard meetings.

Head Dive Coach

The Head Dive Team Coach is a summer employee, paid a flat rate for the season.

Dive season will run roughly from June 22 through July 25, 2020, and will consist of 4 Dive Meets, 1 bye week, and League Champs.

Dive practices can start May 22nd. The pool will be available for practices from May 22nd through June 21st on Friday nights at 7:00pm, and/or on Saturday and Sunday mornings until 12:00pm. Beginning June 22nd, practices will be from 10:30am – 12:00pm M-F through the end of the Dive season on July 25th.

The Head Dive Team Coach will be supported by an Assistant Dive Team Coach, and possibly a Jr. Dive Team Coach (as needed). Additionally there will also be one or two Parent Reps that will assist both Coaches with administrative duties.

As with all WSC program staff, the Head Dive Team Coach should be a role model for participants on the Dive Team, exemplifying integrity and the key characteristics we expect of our employees: Commitment, Respect, Responsibility and Cooperation. In addition, the Dive Team Coach should be a role model for sportsmanship and team spirit to participants on the dive team.

Qualifications & Certifications

The Head Dive Team Coach must be certified in Red Cross Lifeguard Training and First Aid and CPR/AED for the Professional Rescuer. Must comply with all Midlakes League Certification requirements and online registration and have current and valid AAU Insurance. Must be at least 18 years of age. Prior competitive diving experience is required.

Reporting/Management Relationships

The Head Dive Team Coach reports directly to the WSC Board, and will oversee the management of the Assistant Dive Team and Jr. Dive Team Coaches.

Primary Responsibilities

The specific responsibilities of the Head Dive Team Coach will be defined by the Head Dive Team Coach and the WSC Board of Directors. The Head Dive Team Coach will organize a pre-season meeting with the hiring members of the Board to review and approve specific responsibilities. Responsibilities will include but are not limited to:

- Organize, schedule, and lead Dive Team practices and weekly meets.
- Attend all practices and meets (exceptions approved in advance by the Board).
- Prepare the Team for all Team Meets
- Prepare the Team for League Champs
- Attend League Champs
- Promote excellent public relations with all WSC pool members and non-pool members and families at WSC and while at 'away' meets and events
- Be present and the leader at all Dive Team Social events
- Have strong and frequent communication with other Dive Team staff, Parent Reps, and WSC Board
- Attend Midlakes League meetings (1-2 during before and during the Season)
- Attend Summer Board meetings (monthly in April through August)
- Perform other duties such as identifying end-of-season trophy recipients
- Provide verbal individual team member feedback in a group setting at an end-of-season celebration

- Design and participate in fun team building activities throughout the dive season
- Other duties as assigned by the WSC Board or Midlakes.

Lifeguard

Qualifications:

- Minimum 1 year and/or 100 hours of previous lifeguard experience.
- Current Lifeguard, First Aid, and CPR certifications.

General Responsibilities:

- Reports to the Pool Manager.
- Provides a welcoming environment.
- Wears appropriate lifeguard attire.
- Responds timely to Manager requests for upcoming work shift availability.
- Reports to each shift 15 minutes early, unless otherwise instructed by the Pool Manager.
- Logs hours for each shift on a time sheet, to be approved by the Pool Manager.
- If unable to work a scheduled shift, finds a replacement and notifies Pool Manager of shift change. If unable to find a replacement, must work their shift unless excused by Pool Manager.
- Attends and participates in bi-weekly in-service meetings.
- Maintains a safe, clean environment of all pool facilities and completes all tasks required for this maintenance per the discretion of the Pool Manager.
- Reports any personnel and/or maintenance concerns to the Pool Manager.
- Refers member questions/comments to the Pool Manager.
- Responds to all requests from the Pool Manager or Board Members immediately.
- Promotes excellent PR to all pool members and guests while on/off duty.

Responsibilities while on Active Pool Duty:

- Acts as a Regular Guard when on duty with a Senior Guard, and follows the command of the Senior Guard.
- When on duty with a Junior Guard, assumes the role of Senior Guard (pay will remain at regular Guard rate); the Senior Guard responsibilities includes but are not limited to: Actively monitoring the pool at all times, Enforcing all pool rules, and Taking charge in any emergency situation (must complete an Accident Report Form and immediately contact the Pool Manager).

Responsibilities while on Office Duty:

- Conducts swim tests for children swimming in the deep end of the pool or using the diving board for the first time.
- Completes bathroom checks at least once per office duty rotation; signing off as approved. Accountable for bathroom cleanliness.
- Completes pool chemical checks, records checks and updates on chemical logs, and reports any concerns to the Pool Manager immediately.

Administrative Responsibilities:

- Ensures all tasks on the daily duties list are completed.
- Completes hourly tallies of the number of pool patrons present report.
- Ensures all members have signed in.
- Ensures all guests have been signed in and paid for.
- Ensures all members using the pool facilities have the Permission for Child to Swim Unaccompanied and Emergency Consent forms on file.
- Tracks and reconciles all monetary transactions; submits these to the Bookkeeper.

Scorekeeper (unpaid)

Requirements and Description:

- Strong computer literacy.
- Experience with databases would be fantastic! You are responsible for Team Manager, Meet Manager and Team Connect, as well as the Meet Mobile App.
- Enjoy communicating with WR coaches and all Division 5 coaches.
- A calm and patient demeanor.
- Able to think under pressure.
- Email team with Word file of Meet Program and upload to Meet Mobile.
- Assist WR coaches with Midlakes League rules, especially regarding dual meets, B-champs, A-champ qualifiers. League rules are posted online.
- Assist WR and visiting team coaches with scratches and swimmer adjustments just before meet begins.
- Print labels for ribbons (WR and visiting team), team banquet, and Wall of Fame.

Team Unify (unpaid)

Requirements and Description:

- Online Registration for team members, pool-only members, and team clinics.
- Assist all members with registration issues, i.e., remedy user errors, provide registration instructions, etc.
- Update TU database when accounts are paid.
- Approve registrations for team, pool-only, and clinics (including assigning Roster groups).
- Website updates: Post new records and meet results.
- Upload documents and photos.
- Post Swim Lesson info per Maudry.
- Need: Some tech savvy skills.