

Woodridge Swim Club

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.
- 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 are on file.

- Tracks and reconciles all monetary transactions; submits these to the Bookkeeper.