

## HEAD LIFEGUARD AND SWIM PROGRAM COORDINATOR

Intramurals and Recreation is a division of the Department of Campus Life that provides a variety of vigorous, fun-filled, health-promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, recreational organizations, special events, and instructional programs.

The Head Lifeguard and Swim Program Coordinator are responsible for all of the duties outlined for both lifeguards and swimming instructors. You are responsible for ensuring the safety of all facility patrons by preventing and responding to emergencies. You must act in a professional manner at all times, being mentally and physically prepared to do your very best. Characteristics of professionalism include being reliable, courteous, prompt, positive in attitude, well groomed and appropriately dressed for duty, ready to act, mature, consistent, alert, healthy and fit.

### **MINIMUM QUALIFICATIONS:**

Current certifications in the following:

- American Red Cross Lifeguard Training
- American Red Cross First Aid and Safety
- American Red Cross CPR and AED for the Professional Rescuer
- 3 Years Lifeguarding Experience
- WSI Certificate Desired

### **REQUIREMENTS:**

1. Required to work Saturday mornings both Fall and Spring semesters for 6 weeks during group swim lessons (six weeks before Thanksgiving Break in the Fall, and six weeks before Spring Break in the Spring; 8:30am – 1pm).
2. No substitutes will be available for group swim lessons.
3. As part of the hiring process, each employee is required to attend a mandatory orientation session which is not paid. These sessions will be beginning on Friday, August 28, 2009.
4. As part of the hiring process, each employee is required to attend a mandatory a training session which is paid. These sessions will be beginning on Friday, August 28, 2009.

### **SWIM TEST REQUIREMENTS:**

1. 300 yard continuous swim, using each of the following strokes for 100 yards;
  - a. Front crawl (or freestyle)
  - b. Breast Stroke
  - c. 100 yards of your choice.
2. Submerge to a depth of at least 7 feet, retrieve a 10-pound object and return it to the surface.
3. Tread water for 2 minutes, using legs only (arms across chest and hands under armpits).
4. Rescue scenarios are predetermined by the testers and may include both water and land based rescues.
5. Back board scenario and rescue.
6. Teaching scenario

## **RESPONSIBILITIES:**

1. Arrive on time. Work a minimum of ten office hours per week.
2. Enforce all facility policies, rules and regulations.
3. Minimize and eliminate hazardous situations.
4. Recognize and respond effectively to emergencies using whistles and rescue equipment when guarding in the pool.
5. Administer first aid when necessary.
6. Inspect the facility on a daily schedule and report unsafe conditions and equipment to supervisor or Campus Recreation Coordinator.
7. Educate patrons and train employees of our rules and policies.
8. Maintain appropriate placement of rescue equipment.
9. Maintain a neat and professional appearance.
10. When in the pool secure the facility when leaving.
11. Complete appropriate records, reports, and timecards. Assist in checking timecards of Lifeguards and WSI employees. Assist with signing change of shift forms.
12. Conduct, schedule and participate in in-service trainings.
13. Complete any additional duties as assigned by the Director of Campus Recreation.
14. Follow all established policies regarding substitutes.
15. Build a good working relationship with your supervisor.
16. Train Lifeguards and WSI in their responsibilities and duties.
17. Take charge of the lifeguard and WSI team and be assertive in asking lifeguards to fulfill their primary duties.
18. Ensure the safety of both the Lifeguard and WSI team and facility patrons, which includes
  - Identifying and correcting hazards
  - Educating patrons and employees about the facility's rules and regulations
  - Develop and update the emergency action plan
  - Handle problem situations
19. Supervising and training Lifeguarding and WSI staff which includes
  - Assist in interviewing lifeguard applicants
  - Conduct a swim test for all new and existing Lifeguards and WSI staff
  - Planning and providing job-related training
  - Scheduling staff
  - Delegating responsibility
  - Improving staff performance
  - Communicating and interacting with the Lifeguard and WSI team
  - Serving as a liaison between your supervisor and employees
  - Posting pool notices and designing pool bulletin boards
  - Conduct student staff evaluation
20. Supervising the safety inspection, general care, and cleaning of the facility, which includes
  - Maintaining equipment
  - Reporting any unsafe conditions and equipment to the facility manager immediately
  - Reporting any cleaning or maintenance issues to the Coordinator of Campus Recreation or your supervisor
21. Assist in coordinating the swim program
  - Market and advertise the Learn to Swim Program
  - Deliver all flyers to the local school districts, the campus community, and local churches
  - Complete all American Red Cross swim program paperwork
  - Teach swimming
22. Plan, coordinate, and assist in implementing pool special events and programs.