Woodridge Swim Club

**Junior Lifeguard**

**Qualifications:**

* Lifeguard experience of combined less than 1 year or 100 hours.
* 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 Junior Guard when on duty with a Regular Guard (who assumes the role of Senior Guard when working with a Junior Guard) or a Senior Guard, and follows the command of the most senior guard.
* Actively monitors the pool at all times.
* Enforces all pool rules.

**Responsibilities while on Office Duty:**

* 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.
* Assists the Senior Guard with the following duties:
	+ 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.