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.