

**Woodridge Swim Club
Junior Lifeguard – 2025**

Qualifications:

- Lifeguard experience of less than 1 year or fewer than 100 hours.
- Current certifications in Lifeguarding, First Aid, and CPR.

General Responsibilities:

- Reports to the Pool Manager.
- Maintains a welcoming and professional environment.
- Wears appropriate lifeguard attire at all times.
- Arrives 15 minutes before the scheduled shift, unless otherwise instructed by the Pool Manager.
- Logs hours for each shift on a timesheet, to be approved by the Pool Manager.
- Secures a replacement and notifies the Pool Manager of any shift changes. If unable to find a replacement, must work the shift unless excused by the Pool Manager.
- Attends and actively participates in bi-weekly in-service meetings.
- Maintains a safe and clean pool environment, completing assigned maintenance tasks as directed by the Pool Manager.
- Reports personnel and/or maintenance concerns to the Pool Manager promptly.
- Refers member questions or comments to the Pool Manager.
- Responds immediately to requests from the Pool Manager or Board Members.
- Promotes positive public relations with pool members and guests, both on and off duty.

Responsibilities During Active Pool Duty:

- Acts as a Junior Guard under the direction of a Regular or Senior Guard, following the instructions of the most senior guard on duty.
- Actively monitors the pool at all times.
- Enforces all pool rules and ensures a safe environment for all patrons.

Responsibilities During Office Duty:

- Conducts bathroom checks at least once per office duty rotation, ensuring cleanliness and signing off as completed.
- Assists with pool chemical checks, recording results on chemical logs, and reporting concerns to the Pool Manager immediately.

Administrative Responsibilities:

- Completes all tasks on the daily duties checklist.
- Records hourly tallies of pool patron numbers.
- Assists the Senior Guard with administrative tasks, including:

- Ensuring all members sign in upon entering the facility.
- Verifying that all guests are signed in and fees are paid.
- Confirming that all unaccompanied minors have a Permission for Child to Swim Unaccompanied and Emergency Consent form on file.
- Tracking and reconciling all monetary transactions, submitting them to the Bookkeeper as required.