



## Position Description

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<b>TITLE:</b>	<b>Lifeguard</b>
<b>DEPARTMENT:</b>	<b>Programs</b>
<b>REPORTS TO:</b>	<b>Program Director</b>
<b>STARTING HOURLY WAGE:</b>	<b>\$10.00/hr without benefits</b>
<b>STATUS:</b>	<b>Part time- (variable with a maximum of 5 hrs/wk)</b>
<b>HOURS OF CLUB OPERATION:</b>	<b>Varied within club operations hours. Tue &amp; Thur 12:00-2:00 PM</b>
	<b>(Summer June 11<sup>th</sup>- August 26<sup>th</sup>)</b>

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### Primary Function:

Ensure the safety of members while swimming by enforcing rules, supervising open swim, monitoring for safety hazards and assisting in maintaining the integrity of the Boys and Girls Club of Door County summer program.

### Key Roles:

- Ensure safety of swimmers and other activities while at the waterfront.
- Enforce waterfront rules for all members to include buddy checks, designated areas, horseplay, whistle system and swimming ratios.
- Observe all safety precautions at all times to include hazardous weather should it arise.
- A safe and fun swimming program that allows for all members to swim.
- Must have current lifeguard certification with waterfront skills, professional CPR/AED training and First Aid.
- Effective communication skills, superior interpersonal abilities including the ability to get along with diverse personalities, and display tact, maturity, and flexibility are needed for this position.
- Experience working with children, good reasoning abilities and sound judgment are also needed.

### Additional Responsibilities:

- Staff may be asked to participate in or work at functions related to the Boys and Girls Club outside of their normal work day.
- Staff may be asked to participating in marketing club events and activities

### **Relationships and Collaborations:**

- All staff of the Boys and Girls Club are to maintain professional relationships with club members and their parents as well as being mindful that all community members are potential members or donors to the organization.
- Staff will be collaborative and supportive of all organizations the Boys and Girls Club works in partnership with at all times.
- Staff will build relationships with classroom teachers at local schools and serve as a promoter of all Boys and Girls Club programming.
- Staff will maintain a respectful and professional relationship with their immediate supervisor and the CPO as well as the Board of Directors for the organization.

### **Minimum Skills and Knowledge Requirements:**

- Current lifeguard certification with waterfront skills, professional CPR/AED and first aid
- Experience working with youth and several developmental levels
- Knowledge of youth development
- Proven ability to manage behavioral issues
- Proven ability to motivate youth
- Proven ability to build meaningful and appropriate relationships with youth
- Ability to organize and supervise club members
- Ability to communicate with parents, teachers and other staff
- Portray a positive image while in the club and community
- CPR and First Aid Certification
- A spirit of collaboration and willingness to embrace partnerships

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds, stand for long periods of time, walk up to two miles without stopping and play vigorously with children for several hours.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Club of Door

County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

**Disclaimer:** *The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Boys and Girls Club of Door County reserves the right to update, revise or change this job description and related duties at any time.*

Signed by: \_\_\_\_\_  
\_\_\_\_\_

Date:

Approved by: \_\_\_\_\_  
\_\_\_\_\_

Date: