

Valley Swim Club Employee Contract

As an Valley Swim Club employee you are expected to handle areas of responsibility relating to the operation and safety of the pool. This contract spells out the expectations of the position beyond what your job description addresses. This is not a job description. After reading this, feel free to ask questions prior to signing. A signed copy will be kept in your personnel file and you will receive a copy.

Name: _____ **Title: Manager/Lifeguard** (circle one)

Salary: _____ **Employment Date: Summer Season 2010**

Standard of Conduct

- Have safety as the top priority at all times.
- Choose a positive attitude each time you come to work**
- Arrive to work happy, healthy, and ready to work.
- Work scheduled shifts, or find appropriate sub in a timely manner (3 days in advance).**
- Arrive to work on time (10 min prior to your shift) and dressed appropriately and professionally
- Attend all meetings as scheduled.**
- If you cannot work your shift for any reason, it is your responsibility to cover your shift.
- Complete your availability requests accurately and on time to ensure your schedule works for you.**
- Not all staff members will be your best friend, but while you are here we are all part of the same team.
- Act like a team member at all times.**
- Use good customer service skills, and set the example for other employees.
- Use good judgment at all times. If you set safety as the top priority, you will likely make the right decision.**
- Keep certifications up to date.
- Be alert and ready your entire shift! (Any extracurricular activity that may inhibit your alertness will not be tolerated!)**
- Be respectful to self, members and fellow staffing members.
- Help staff when needed. Take initiative to mentor those who are new to our team. Make everyone feel welcome.**
- Hold yourself accountable to do a good job.
- Have knowledge of the pool schedule and activities to be able to answer questions correctly and completely.**
- Assist with upkeep and cleanliness of the pool area.
- Work with a positive attitude with attention to customer service.**
- Stealing, embezzlement, pilfering, falsifying records will result in immediate termination.

Employee Signature: _____

Date: _____