

VALLEY SWIM CLUB LIFEGUARD JOB DESCRIPTION

The lifeguards report to the pool manager on duty. The Valley Swim Club Board operations manager has final authority. Job responsibilities, requirements and standard of conduct include:

Job requirements and responsibilities:

Current Water Safety and CPR certifications.

Ensure safety of members and guests by enforcing pool rules and regulations. This includes pool deck, bathrooms, sandbox, hose area and volleyball courts.

Ensure safety of swimmers, keep lap lane open for lap swimming only.

Respond quickly to all emergency situations and administer emergency first aid to victims of an injury.

Complete required records and reports in a timely manner.

Maintain clean facility (bathrooms, tables, pool deck, volleyball area, etc.)

Teach swim lessons.

Guard after-hour pool parties booked by members.

Log complaints/suggestions/questions for pool manager or VSC board.

Assist pool manager as directed. (Flag and Volleyball gate - open and close.)

Be respectful of time management. When on the clock, please fulfill job responsibilities. (Check trash and lawn area) Give notice of unavailable times as soon as possible to assist with scheduling.

Check in members and their guests. Log guests and maintain 5 visit rule. Collect guest fees. Maintain a daily member guest registration.

Sell concessions. Maintain inventory sheets.

Answer phone and take messages.

Register and collect for swim lessons.

Any other duty as determined by the VSC Board or pool management.

Failure to comply with the above will result in immediate termination!!

Employee Signature _____ date _____

VSC Board Member _____ date _____