

Anticipated Start Date: 1/1/12

**THE SALVATION ARMY**  
**Ray and Joan Kroc Corps Community Center**  
**St. Joseph County, IN**



**JOB DESCRIPTION**

**Position:** Life Guard II  
**Reports To:** Aquatics Manager  
**Classification:** Part-Time/Hourly

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**Hours**

8 am – 5 pm (Must be able to work weekdays, weekends and holidays as needed, hours of operation may vary.)

**Job Summary:**

Under the supervision of the Aquatics Manager, Lifeguards will monitor activities, observe and provide assistance to swimmers, prevent accidents, protect life and enforce regulations as well as control access to pools, family locker rooms, and lockers. Provide first aid when necessary. Assist with implementation of and teach swimming lessons and other aquatics programs. Provide support for swim lessons, record keeping, lesson cards and lesson plans. This position is also required to assist with general facility maintenance and cleaning duties as assigned. **Attendance at all in-service trainings required.**

**I. Key Areas of Responsibilities:**

1. Considerately and patiently enforce RJKCCC rules to provide a safe environment for all members, visitors, and employees. Cautions swimmers regarding unsafe areas and actions. Maintain order in swimming areas.
2. Must be able to analyze situations and adopt a quick and effective course of action; maintain constant observation of an assigned area to identify any signs of danger.
3. Rescue swimmers in danger of drowning.
4. Provide first aid, rescue breathing and CPR when necessary.
5. Inspect and maintain cleanliness of swimming pool areas, locker rooms, restrooms, trash cans, cleaning equipment, aquatic equipment storage areas, and other areas as assigned.
6. Instruct swimming lessons of all ages and abilities by following a structured lesson plan.
7. Maintain attendance recordkeeping for swim lessons and an organized filing system of records and lesson plans.
8. Perform setup, breakdown and maintenance of all lesson equipment.
9. Responsible to ensure customer satisfaction in regards to swim lessons and other aquatics programs.
10. Prepare written information relating to lessons, class registrations, incidents/accidents, and assists Pool Supervisor and Aquatics Manager as needed.
11. Maintain records and reports as assigned.
12. May work with any aspect of aquatic programs.
13. Ability to communicate effectively with co-workers and customers in person and over the phone.
14. Carry out The Salvation Army mission in your actions and words during your employment.

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15. Perform set up and breakdown of facility equipment as needed.
16. Follow and enforce the equipment checkout program. Report defects, necessary repairs, etc.
17. See that all equipment assigned to the aquatic facilities is maintained and properly inventoried on a regular basis.
18. Assist Pool Supervisor and Aquatics Manager with water chemical testing as directed.
19. Must wear standard apparel as prescribed by the Aquatics Manager and exhibit a professional appearance at all times while on duty.
20. Insure that the ultimate goal of spiritual, emotional and physical regeneration of all people in represented and infused in all programs, trainings, customer relations, and levels of operation.
21. Other tasks as required.

## **II. Expectations:**

1. Meet regularly with Aquatics Manager to coordinate operational issues with sound fiscal and budgetary requirements.
2. Work in a cooperative manner with the other members of the Aquatic Team discussing any problems that may be occurring within the aquatic center in which their programs operate.
3. Attend all scheduled staff meetings and in-service trainings when required.
4. Follow and ensure adherence to The Salvation Army Policies and Procedures.
5. Perform other assignments/duties as directed.

## **III. Qualifications:**

1. Must be at least 16 years of age.
2. Must be able to read, write and communicate in English. Ability to speak Spanish desired.
3. Must be able to work varied shifts including early mornings, evenings, weekends, holidays and split shifts.
4. Experience working with the public.
5. Demonstrate the ability to relate positively and energetically with staff, clients, members and customers. Ability to be self-motivated, work independently and in a team environment. Must also have effective communication skills and engage positively with the public.
6. Must have one year experience as a lifeguard.
7. Must have one year experience teaching swim lessons.
8. Lifeguard training (must include Standard First Aid). American Red Cross certifications are required before start of employment.
9. American Red Cross CPR and First Aid for the Professional Rescuer. AED certification highly desirable.
10. American Red Cross Water Safety Instructor (WSI) certification required, or ability to receive within six months.
11. American Red Cross Oxygen Administration certification highly desirable.
12. Successfully complete Safe From Harm training as established by The Salvation Army and become certified as a Safe From Harm Train the Trainer.
13. Before hire, must pass a thorough background check.

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#### **IV. Performance Measures:**

This individual will be evaluated on the following topics to be covered, but not limited to:

1. Work Performance
2. Relationships with other staff
3. Job Knowledge
4. Attendance/Punctuality
5. Personal Appearance/Demeanor
6. Organization of Work and Work Area

Evaluations will be conducted by the Aquatics Manager on at least an annual schedule. There will be an evaluation before the employee has concluded his/her 90-day probationary period, as well.

#### **V. Position Limitations:**

1. The individual shall not fail to accurately represent the mission or teachings of The Salvation Army.
2. The individual shall not fail to keep the Supervisor informed of all critical issues relating to his/her area of responsibility.
3. This individual will not commit Army resources which have not been approved or allocated.
4. This position is covered by Workers' Compensation Insurance while on the job, but individual is limited to coverage unless he/she cooperates in properly reporting all work-related injuries or accidents to the supervisor immediately.
5. The position is not eligible for and does not accrue unemployment benefits, as The Salvation Army does not participate in unemployment compensation insurance.
6. Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

#### **The Salvation Army Mission Statement:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

#### **The Kroc Center Vision Statement:**

In keeping with the mission and holistic approach of The Salvation Army, the Ray and Joan Kroc Corps Community Center provides facilities, programs and services that encourage positive life-changing experiences for children and adults which strengthen families, and enrich the lives of seniors.

#### **The Vision of the St. Joseph County Kroc Center is to:**

Promote Wellness, Encourage Excellence, Build Character and Inspire Faith

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**Special Comments**

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

*The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee should be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organizational policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not a part of your normal job description.*

I have read and understand the Job Description as outlined above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Date)