



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Syracuse Job Posting

**Job Title:** Head Lifeguard (Pool & Lake)

**Reports To:** Aquatics Director

**FLSA:** Non-exempt – Seasonal/Temporary

**Work Location:** Camp Iroquois

**Dates:** June 25 through August 17, 2018 (two additional weeks from August 20 through 31, 2018)

**Work Schedule:** Monday through Friday from 8:30am to 4:30pm

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### **A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

### **General Functions:**

Under the supervision of the Aquatics Director, the Head Lifeguard is responsible for maintaining the highest level of safety and swimming conditions for all campers in the pool/lake front, deck and surrounding areas; first, ensuring all guards are preventing accidents and second, by ensuring guards responding to an emergency quickly and efficiently. The Head Lifeguard is responsible for member satisfaction and retention for all guards working during their assigned shift. To achieve patron safety the Head Lifeguard must provide exceptional supervision of guards, accident prevention through safety checks, rule enforcement, and proper guarding techniques, and emergency management including proper water rescue, CPR, and first aid procedures. The Head Lifeguard must oversee structured swim by supporting the counselor's implementation of it. The Head Lifeguard must assure safety by constantly the guard's ability to monitoring the pool using constant scanning techniques to achieve a 10x10 reaction time.

### **YMCA Aquatic Department Quality Service Theme:**

We make a positive difference in people's lives by providing a quality aquatic experience for all.

### **Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

- Responsible for the overall operation, instruction, and safety at the camp waterfront/pool.
- Responsible for supervision of lifeguards and counselor staff during structured swim time, free swim, boating, canoeing, fishing and maintenance/upkeep of the waterfront/pool area.
- Implement and enforce the buddy system.
- Assist Aquatic Director in ensuring continuous compliance with all pool and waterfront regulations as outlined by the NYS Department of Health.
- Assist staff in age appropriate behavior management of campers.
- Assist in structured swim time, special day activities, lunch monitoring, and after hours swim as needed.
- Responsible for attending all Pre-camp Training and weekly meetings.

### **Follow NYS Health Department Bather Code:**

- Never leave the pool/ lake front unattended.
- Always be positioned in appropriate space – opposite side and spread out.
- Never perform personal functions while on duty: phone calls, writing, reading, swimming, talking to friends, over talking with other guards, sleeping, etc. Remember you are here to work. At any time there is no one in the pool, clean the pool environment or straighten up the equipment.
- Maintain current certifications.
- Required onboarding and monthly in-service trainings, to include a minimum 300 yard swim and perform a rescue.

### **Maintain a safe environment:**

- Maintain safe swimming conditions in the pool, lake and on deck. Prevents accidents by maintaining constant observation of the pool area, enforcing health and safety rules and maintaining emergency readiness.
- Respond to incidents, accidents and emergencies appropriately, in accordance with YMCA policies and procedures and in a calm and professional manner.
- Protect the organization and patrons from harm or suit.
- Walk around the deck or if applicable rotate with other guards every 15 minutes.

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- Follow pool rules on and off duty.
- Frequently familiarize yourself with certifying agency's text and your Aquatic Manual.
- Administer proper first aid in accordance with training and facility procedures.

**Maintain a pleasant and professional aquatic environment:**

- Wear a uniform consisting of: staff shirt, one piece bathing suit, whistle, fanny pack, staff ID, pocket mask, and rescue tube and have rescue equipment on and ready for rescue at all times.
- Dispose of all materials (trash, hair, etc.) found on the pool floor.
- Keep the pool deck clear of toys (barbells, noodles, etc.).
- Maintains effective relationships with members, participants and other staff, develops rapport with campers and parents.
- Greet every member and/or patron with a smile and a friendly "Hello."
- Attempt to get to know members in friendly and professional manner.
- Arrive on deck 15 minutes before your shift.
- Record and report any faulty equipment and/or lapse in maintenance to Camp management.
- Report emergency maintenance needs immediately to Camp management.
- Be familiar with all information and answer questions about programs, schedules, policies or direct patrons to Camp management.
- Depending on the pool, prepare pool for incoming programs.
- Work with fellow staff members and treat them with respect.

**Maintain Records:**

- Record all incidents and accidents immediately after situation has been resolved and you will not be distracted from guarding the pool (report emergencies immediately to Camp management).
- Properly test and record chlorine in pool at the appropriate time.
- Complete Incident Reports timely and legibly.

**Supervision:**

- Supervise lifeguard staff ensuring they are always following all safety and policy regulations.
- Orient and train lifeguard staff, ensuring they are familiar with safety and policy regulations.
- Assist in the scheduling of staff and finding coverage for subs.
- Ensure that guards on during your shift follow all the required duties.
- Ensuring, in accordance with all guards job description, they following NYS Health Department bather codes, maintaining a safe, pleasant and professional aquatic environment.

**Other Duties:**

- Perform maintenance and cleaning procedures as required by Camp management.
- Perform other duties needed done by the Aquatic management.
- Take initiative to perform the job to the best of your ability.
- Help other staff out by sub hours for them if available.
- Communicate clearly with staff and Aquatic management.
- Attend all mandatory camp meetings and trainings.
- Cover all shifts; when unable to cover a shift, an approved substitute must be found.
- If applicable complete monthly CSE's continuing skills evaluations.

**Qualifications:**

- Must be at least 18 years of age.
- Must have 3 years of guarding experience or demonstrated qualities and skills that exceed that of normal guard's expectations for at least 1 year.
- Must be people oriented and possess good communication skills.
- Effective communication skills necessary to inform, counsel, motivate and support members.
- Must be observant, safety conscious and able to react calmly and quickly in an emergency.
- Knowledge of safe and proper techniques.
- Able to work flexible schedules.
- Always be professional, alert, courteous and diplomat.

**Trainings & Certifications:**

- Must attend and complete YMCA Child Abuse Prevention and other related training at Camp Iroquois Orientation.
- Must hold and maintain current lifeguard certification.
- Must hold and maintain current CPR, AED, first aid, and oxygen administration (opportunities provided).

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Physical Demands:**

Remain alert with no lapses on consciousness. Hear noises and distress signals in an aquatic environment, including in water with background noise and perform all needed rescue skills. Operate alone as an instructor, without other instructors for support. Project voice across aquatic area. Ability to frequently stand, sit, walk, talk, hear, swim, bend, reach, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb up and down an elevated chair, lift, move and carry approximately 45 pounds, climb a minimum of two flights of stairs (approximately every ½ hour) and use of hands and fingers. Ability to handle emergency situations. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Work is performed in an outdoor environment. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average. Employees will be frequently exposed to wet/cold, hot/humid climate.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Jane Kallmerten, Lifeguard Coordinator at (315) 637-2025, ext. 241 or email their application to [jkallmerten@syracuseymca.org](mailto:jkallmerten@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than March 30, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.