



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**YMCA of Greater Syracuse
Job Posting**

Job Title: Head Lifeguard
FLSA: Non-exempt – Part-time
Work Schedule: Schedule will vary

Reports To: Aquatics Director
Work Location: East Area Family YMCA

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 direction of the Aquatics Director, the Head Lifeguard is responsible for maintaining the highest level of safety and swimming conditions for all patrons in the pool, on the pool deck and surrounding areas; first, by preventing accidents and second, by responding to an emergency quickly and efficiently. The Head Lifeguard is responsible for building positive relationships with members in addition to member satisfaction and retention. The Head Lifeguard is expected to lead other by example so all guards working during their assigned shift see and understand the expectations they are required to achieve and maintain. To achieve patron safety the head lifeguard must provide 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 assure safety by constantly 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:

Follow NYS Health Department Bather Code:

- When guarding never leave the pool unattended.
- When head guarding never leave the pool without informing a senior guard on the deck, where you will be.
- When guarding always be positioned in appropriate space; opposite side and spread out.
- Never perform personal functions while on duty; such as, phone calls, writing, reading, swimming talking to friends, over talking with other guards, sleeping, etc. At any time there is no one in the pool, clean the pool environment or straighten up the equipment.
- Ensure you maintain your current certifications, and all guards working are currently certified.
- Check each guard at the beginning of their shift to ensure they are ready and able to perform the functions of their job to the expected performance level. If a guard is deemed unable to perform their job duties, communicate that to them in a positive manner and notify the RMOD.
- 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, on deck and surrounding areas. 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.
- Follow and enforce pool rules on and off duty. This includes mentoring guards to ensure they understand and area able to perform the functions of their job and meet the expectation of their position.
- Guards not meeting expectations, unsatisfactory performance will be handled through the YMCA's Progressive Discipline Policy.
- Frequently familiarize yourself with certifying agency's text and your Aquatic Manual.
- Administer proper first-aid in accordance with training and facility procedures.

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Posting Period: 5/15/17 – 5/29/17

Maintain a pleasant and professional aquatic environment:

- Lead by example; never gossip, put down other staff members, and/or speaks negatively of other employees in front of aquatic staff. Concerns and issues should be handled in a confidential manner at all times.
- Communicate in a respectful manner all times to members, staff, RMOD's and other supervisors.
- 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 toy's (barbells, noodles, etc.).
- Develop positive relationships with members, participants and staff.
- Maintains effective relationships with members, participants and other staff, develops rapport with member.
- 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 Aquatic management.
- Report emergency maintenance needs immediately to Aquatic management.
- Be familiar with all information and answer questions about programs, schedules, policies or direct patrons to Aquatic 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 Aquatic management).
- Record the number of members using the pool on the member usage or daily attendance sheets.
- Properly test and record chlorine in pool at the appropriate time.
- If applicable, turn in all Open shift reports, End of shift reports and shift change reports.

Other Duties:

- Perform maintenance and cleaning procedures as required by Aquatic 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 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.
- Other duties as assigned by Supervisor.

Education and Experience:

- Must hold and maintain current lifeguard certification.
- Must hold and maintain current CPR, AED, first-aid, and oxygen administration certifications.
- Must become a YMCA Certified Lifeguard within six months of hire date.

Qualifications:

- 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 complete online Bloodborne Pathogens and Employee Safety trainings prior to assignment to initial position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete Youth Protection training (Child Abuse Protection training), Darkness to Light and Listen First Training within the first 90-days of employment.
- If applicable, hold CPR, AED, and First Aid (may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.

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 40 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 normally performed in a typical aquatic 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. Occasionally exposed to outdoor weather conditions and to wet and/or humid conditions in swimming pool areas may occur.

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 Jessica Abbey, Aquatics Director at (315) 637-2025, ext. 217 or email their application to jessabbey@syracuseymca.org or Suzanne LeRoy, Director of Human Resources at (315) 474-6851, ext. 311 or email their application to sleroy@syracuseymca.org, no later than May 29, 2017.

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 .