



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Lifeguard Coordinator

**Reports To:** Aquatic Director

**FLSA:** Non-exempt – Full-time

**Work Location:** East Area Family YMCA

**Work Schedule:** 40 hours/week – flexible schedule, including evenings and weekends

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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, health 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 Aquatic Director, the Lifeguard Coordinator is responsible for ensuring the safety, well-being, and enjoyment of the aquatic center for all patrons in the pool area while on duty; this includes pool deck observations as well as patrons in the water. The Lifeguard Coordinator is also responsible for the supervision, scheduling and training of all lifeguards in our aquatic center. The Lifeguard Coordinator must provide supervision and training on accident prevention through safety checks, rule enforcement, proper guarding techniques, and emergency response; including water rescue, CPR/AED, and First Aid for all lifeguards. The Lifeguard Coordinator must also work effectively with the Swim Lesson Coordinator to ensure department goals and policies are met.

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

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

**Follow NYS Health Department Bather Code:**

- Never leave the pool unattended and 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 and a proper level of physical fitness and swim 500 every month.
- Keep all staff current on their certifications and make sure if a staff member has expired they are removed from the schedule until they are current.

**Maintain a safe environment:**

- Know and enforce the pool rules in a consistent, fair and firm manner and follow pool rules on and off duty.
- Supervise all pool actives while on duty and be a preventive guard.
- Respond to incidents, accidents and emergencies appropriately, calmly and professional.
- Protect the organization and patrons from harm or suit.
- Walk around the deck or rotate with other guards every 15 minutes.
- 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, bathing suit, whistle, fanny pack, pocket mask, and rescue tube and have rescue equipment on and ready for rescue at all times when on duty.
- Dispose of all materials (trash, hair, etc.) found on the pool floor and keep the pool deck clear of toys and equipment (barbells, balls, noodles, etc.).
- Greet patrons with a smile and a friendly "Hello" and attempt to get to know members in friendly and professional manner.
- Arrive on deck 15 minutes before your shift and prepare pool for incoming programs (if appropriate).
- Record and report any faulty equipment and/or lapse in maintenance to Aquatic Director.
- Report emergency maintenance needs immediately to Maintenance Staff or Aquatic Director.
- Be familiar with all information and answer questions about programs, schedules, and policies related to Aquatics or refer patrons to the proper individual for additional information.

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- 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 Director).
- Record the number of members using the pool on the Member usage sheets.
- Properly test and record chlorine in pool at the appropriate time.
- File head guard reports and end of shift reports.
- Complete a shift report for Aquatic Directors review.
- Ensure all lifeguards are testing, recording, and documenting all required documents in a timely manner and address as necessary.

**Guarding:**

- Attend all mandatory meetings and trainings.
- Signal infraction of pool rule through use of a whistle, which should be carried at all times.
- Set up lane lines and safety ropes as required by pool program scheduling yet being aware to guard the pool.
- Ensure the pool area is neat and clean prior to ending shift (pick up kick boards, pull buoys and ropes, check safety equipment, etc.) but not allowing this to interfere with guarding.

**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.
- Responsible for the scheduling of all lifeguard shifts and ensuring proper coverage for the number of pools open at all times
- Ensure that guards follow all the required duties during assigned shifts.
- Ensuring, in accordance with all guards job description, they following State Health Department bather codes, maintaining a safe, pleasant and professional aquatic environment.

**Other Duties:**

- Recruit, hire, and train quality lifeguards to staff the Aquatic Center.
- Become a certified trainer and offer training opportunities throughout the year for lifeguard (quarterly), CPR/AED (monthly), O2 (monthly), and First Aid (monthly).
- Create work schedule and inform lifeguards of their schedules in a timely manner.
- Ensure Aquatic Director, Swim Lesson Coordinator, RMOD and Member Service staff are informed regarding staff that are scheduled, as necessary.
- Assist with creating and implementing in-service training calendar for the season and prepare items as necessary; materials, staff agenda, meeting minutes, etc.
- Ensure maintenance, vacuuming and cleaning procedures are completed as required by Property and Aquatic Directors.
- Monitor pool deck for any maintenance or equipment concerns and take action if any unsafe conditions exist
- Interact with all members and staff in a professional, courteous and friendly manner.
- Open and close the pool according to the branch procedures, if assigned to do so.
- In the case of an emergency, close the pool and immediately respond.
- In the case of a lock in, secure all pool access doors at the end of the pool time.
- Maintain all lifeguard certifications in an organized format, which meet the NYS Health Dept. Code as well as local BOH of regulations.
- Update Aquatic Manual on an as-needed basis and train all current lifeguards when additions are created and introduced.
- Maintain accurate records for the Swim Band Policy on a weekly basis.
- Assist with payroll and budget administration.
- Act as a support and role model for lifeguards at our branch and Camp Iroquois.
- Perform other duties as requested by the Aquatics Director.

**Experience and Education:**

- High School Diploma.
- At least three (3) years of guarding experience.

**Qualifications:**

- Must be at least 21 years of age.
- Demonstrate leadership skills in an outgoing, friendly, assertive, professional and mature manner.
- Effective interpersonal and communication (oral and written) skills, as well as the ability to build and maintain positive relationships with program participants, members, directors, and staff.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety training prior to assignment to initial position.
- Must hold and maintain current lifeguard certification, ARC or YMCA (see oxygen requirement).
- Must hold and maintain current CPR, AED and First-Aid.
- Must hold oxygen administration with YMCA Lifeguard certification or become certified within 6 months of hire date.
- Must attend and complete Youth Protection training (Child Abuse Protection training) within the first 60-days of employment.

**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 and ability to occasionally, run in case of an emergency. Sit for extended periods, including in an elevated chair. Hear noises and distress signals in an aquatic environment, including in water with background noise and perform all needed rescue skills. Operate alone as a lifeguard, without other lifeguards for support and 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. 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](mailto:jessabbey@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 August 24, 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.