

## Position Description

### NEOSA DIVISION



Employee Name:

Position Title: Lifeguard/ Recreation Associate

FT/PT - Exempt/Non: PT, Non-Exempt

Corps: Ashland Kroc

Date: May 8, 2024

Reports To: Recreation Director

#### GENERAL PURPOSE OF POSITION:

The Lifeguard ensures the safe utilization of all aquatics areas by Kroc Center members and guests; provides constant surveillance of pool activities; observes swimmers and enforces regulations in the prevention of accidents; maintains cleanliness of the pool and pool area. The Recreation Associate is responsible for supervision of RJKCCC participants in the Recreation, Gym, Field House and Fitness areas, as well as other areas during specific events.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### Lifeguard:

1. Supervise recreational activities in Aquatics area.
2. Keep and maintain all public and restricted areas in a neat and clean fashion consistent with Aquatics regulations.
3. Maintain constant surveillance of members and guests in the Aquatics area; acts immediately and appropriately to secure the safety of all individuals in the event of an emergency.
4. Give group and individual water safety lessons following standard training techniques.
5. Direct and supervise the activities and behavior of all swimmers to ensure compliance with pool safety rules; interact with all members and guests in a respectful, professional, and positive manner.
6. Provide emergency lifesaving assistance to troubled or drowning swimmers; performs lifesaving CPR and First Aid in accordance with certified practices and procedures; contacts emergency medical assistance when needed; stays with victims until emergency medical assistance takes over care of victim.
7. Monitor cleanliness of the pool water, Ph level and water level, and water temperature, reporting problem areas to the Recreation Director.
8. Maintain neatness and cleanliness of pool deck area and pool deck furnishings; collects and disposes of trash in trash receptacles; washes, dries, and folds towels, as needed.
9. Prepare and maintain up-to-date pool records, as required.

##### Recreation Associate:

1. Supervise and implement recreational activities in Gym, Field House, Fitness, and/or other areas, as requested.

2. Provide excellent, prompt and courteous services for guests, members and perspective members of the Ray & Joan Kroc Corps Community Center. Engage with recreation and fitness class and program participants to maximize positive guest and member experience.
3. Be available to assist fitness/recreation instructors and volunteers with class set-up, management, and first aid, as needed.
4. Adhere to Kroc Center operations as well as all policies and procedures; observe, explain and enforce all safety rules and regulations.
5. Explain and enforce facility policies; monitor the behavior of members participating in activities; promote sportsmanship and behavior appropriate for the activity.
6. Participate in training opportunities to gain a thorough understanding of computer systems, equipment and supplies; maintain and secure equipment in compliance with acceptable standards to ensure the long life of equipment.
7. Set-up and run recreation activities for parties, facility rentals and/or special events, as scheduled; ensure areas are cleaned and equipment is restocked after facility use.
8. As requested, assist members and other staff in the set-up of parties, facility rentals and/or special events; ensure areas are cleaned and equipment is restocked after facility use.
9. When assisting in concessions, process the accurate accounting and proper handling of all monies daily, whether received by cash, check, credit card, or EFT; handle all monies and information in accordance with The Salvation Army standards of financial accountability; maintain accurate and complete records of payments.

#### General Duties:

1. Ensure guest safety-observe and immediately rectify and/or report any potentially unsafe conditions, reporting problem areas to the Recreation Director.
2. Generate legible and accurate accident and incident reports as required.
3. Maintain activities on schedule.
4. Provide statistical reporting when required.
5. Keep and maintain all public and restricted areas in a neat and clean fashion.
6. Attend all scheduled staff meetings.
7. Follow and ensure adherence to The Salvation Army Policies and Procedures.
8. Perform other assignments/duties as directed.
9. Be sensitive to the spiritual needs of people and offer to refer them to the Corps Officers and/or another spiritual leader at the Kroc Center.

#### MINIMUM EDUCATION and/or EXPERIENCE.

- Must be at least 15 years old;
- One year experience working as a lifeguard preferred;
- Skill in the application of lifeguarding surveillance and rescue techniques;
- Ability to enforce all pool rules;
- Ability to swim and perform life saving activities;
- Works well with others;
- Must be able to lift and carry 40 pounds;
- Must be able to stand, stoop, and bend;
- Dependable and able to work independently;
- Ability to work with and/or supervise children;
- Good communication with individuals of all ages;
- Maintain a professional attitude and approach to problem solving.
- Maintain a positive and professional demeanor during interactions with members, guests, colleagues, and the community.

## SPECIAL SKILLS, CERTIFICATES, LICENSES, REGISTRATIONS.

- Must display an understanding of and support of the Mission Statement of The Salvation Army, and understand the importance of flexibility in relation to this position and accomplishing the mission;
- Must have a working knowledge of and abide by the Kroc Center Code of Conduct & Policies;
- Must adhere to employee guidelines set forth by The Salvation Army USA Eastern Territory, NEOSA Division and the Kroc Center;
- Ability to present a positive and professional image of The Salvation Army;
- Maintain updated KeepSAFE child and vulnerable persons safety training;
- Maintain updated CPR and First Aid training;
- Must maintain a current and approved Lifeguard Certification;
- Demonstrates knowledge and practical application of the center's safety and emergency procedures.
- Must complete a "Webcheck" fingerprint background check, the expense of which will be reimbursed by the Kroc Center after 90 days.

### The Salvation Army Mission Statement

The Salvation Army, and 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 information in this job description indicates the general nature and level of work performed by and employee in this classification. It is not interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Acceptable job performance includes the completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of The Salvation Army.

The employed occupies a position of trust and is expected to maintain confidentiality and exhibit loyalty to The Salvation Army and the staff of The Salvation Army in all job-related matters and activities.

I have read and understand the job description set forth above. I agree to carry out the responsibilities associated with the position. Furthermore, I have read and will work in accordance with the mission statement set forth above.

Employee Signature	_____	Date	_____
Supervisor	_____	Date	_____
Corps Officer	_____	Date	_____
Divisional Officer	_____	Date	_____