

Woodridge Swim Club

Assistant Manager

Qualifications:

- Minimum 3 years and/or 400 hours of previous lifeguard experience
- Current Lifeguard, First Aid, and CPR certifications
- Supervisory experience
- High school graduate preferred

General Responsibilities:

- Reports to the manager
- Positively market the swim club and provide a welcoming environment
- Promote excellent public relations with all member and non-member pool patrons
- Assist the Board of Trustees in recruiting and retaining members
- Ensures and abides by government regulations including department of health codes
- Assist the manager in overseeing all pool functions including general use, swim team, swim lessons, and private rentals
- Supervise staff

Preseason duties:

- Assist the manager in preparing for the season as needed

Season duties:

- Observe how the manager handles scheduling for lifeguard shifts, parties, private rentals, and swim lesson/swim team events
- Attend and participate in biweekly in-service meetings
- Assist with the overall maintenance of the pool facilities
- Assist the manager in keeping all office paperwork updated and available
- Assist the manager in keeping all maintenance supplies, bathroom supplies, and concessions in stock
- Attend all board meetings and prepare a report for the board in conjunction with the manager
- Ensure that all office records are completed including member sign-in sheets, daily duties, hourly tallies, and chemical logs
- Ensure that all members have the Permission for Child to Swim Unaccompanied and Emergency Consent Form on file
- Ensure that all members have paid dues
- Regulate guest usage and ensure that guest fees are paid

Postseason duties:

- Meet with the manager to evaluate the season

Woodridge Swim Club

Swim Team Coaches

Requirements:

- Recommended previous swimming and/or coaching experience.
- Current Certifications as determined by Midlakes Swim League:
 - Option 1: Current USA Coaches Swimming Credentials
 - Option 2: Standard First Aid AND Safety Training for Swim Coaches OR Lifeguard Training.

Responsibilities:

(To be completed through the combined efforts of the coaches)

- Recruit and retain swimmers.
- Be present at the parent meeting on Super Sunday.
- Hold necessary tryouts during the first week of the season.
- Attend the league Coaches' Meeting.
- Facilitate team practices.
- Update the team computer at the beginning of the season.
- Attend Team Manager and Meet Manager computer trainings.
- Create line-ups for each division meet.
- Enter all line-up information into the computer and submit to the appropriate representative from Woodridge or the opposing team.
- Prepare entries for the league championship meet.
- Submit all appropriate documents and entries to the league representative for the league championship meet.
- Enter results from all meets into the computer.
- Choose award recipients at the end of the season.
- Create paper plate awards for each swimmer to be presented at the awards banquet.
- Communicate with the swim team coordinator through the entirety of the season.
- Communicate with the swimmers' parents through the entirety of the season.

Senior Lifeguard

Qualifications:

- Minimum 3 years and/or 400 hours of previous lifeguard experience
- Current Lifeguard, First Aid, and CPR certifications

General Responsibilities:

- Reports to the pool manager
- Provide a welcoming environment
- Wear appropriate lifeguard attire
- Report to each shift 15 minutes early, unless otherwise asked by the pool manager
- Log hours for each shift on a time sheet to be approved by the pool manager
- If unable to work a scheduled shift, find a replacement and notify the pool manager of the change
- Attend and participate in biweekly in-service meetings
- Maintain a safe, clean environment of all pool facilities and complete all tasks required for this maintenance per the discretion of the pool manager
- Report any personnel or maintenance concerns to the pool manager
- Refer members' questions/comments to the pool manager
- Respond to all requests from the pool manager or board members immediately
- Promote excellent public relations to all pool members and guests while on and off duty

Responsibilities while on Active Pool Duty:

- Act as the Senior Guard when on duty, which includes but is not limited to:
 - Actively scan the pool at all times
 - Enforce all pool rules
 - Take charge in any emergency situation, then complete an Accident Report Form and immediately contact the pool manager

Responsibilities while on Office Duty:

- Conduct swim tests for children swimming in the deep end or using the diving board for the first time.
- Complete bathroom checks at least once per office duty rotation.
- Complete pool chemical checks, record on chemical log, and report any concerns to the pool manager immediately

Administrative Responsibilities:

- Ensure that all tasks on the daily duties list are completed
- Complete hourly tallies of the number of pool patrons present
- Ensure that all members have signed in
- Ensure that all guests have been signed in and paid for
- Ensure that all members using the pool facilities have the Permission for Child to Swim Unaccompanied and Emergency Consent Form on file
- Track and reconcile all monetary transactions and submit to the bookkeeper

Lifeguard

Qualifications:

- Minimum 1 year and/or 100 hours of previous lifeguard experience
- Current Lifeguard, First Aid, and CPR certifications

General Responsibilities:

- Reports to the pool manager
- Provide a welcoming environment
- Wear appropriate lifeguard attire
- Report to each shift 15 minutes early, unless otherwise asked by the pool manager
- Log hours for each shift on a time sheet to be approved by the pool manager
- If unable to work a scheduled shift, find a replacement and notify the pool manager of the change
- Attend and participate in biweekly in-service meetings
- Maintain a safe, clean environment of all pool facilities and complete all tasks required for this maintenance per the discretion of the pool manager
- Report any personnel or maintenance concerns to the pool manager
- Refer members' questions/comments to the pool manager
- Respond to all requests from the pool manager or board members immediately
- Promote excellent public relations to all pool members and guests while on and off duty

Responsibilities while on Active Pool Duty:

- Act as a Regular Guard when on duty with a Senior Guard, and follow the command of the Senior Guard
- When on duty with a Junior or Part Time Guard, assume the role of Senior Guard (pay will remain at regular guard rate), which includes but is not limited to:
 - Actively scan the pool at all times
 - Enforce all pool rules
 - Take charge in any emergency situation, then complete an Accident Report Form and immediately contact the pool manager

Responsibilities while on Office Duty:

- Conduct swim tests for children swimming in the deep end or using the diving board for the first time
- Complete bathroom checks at least once per office duty rotation
- Complete pool chemical checks, record on chemical log, and report any concerns to the pool manager immediately

Administrative Responsibilities:

- Ensure that all tasks on the daily duties list are completed
- Complete hourly tallies of the number of pool patrons present
- Ensure that all members have signed in
- Ensure that all guests have been signed in and paid for
- Ensure that all members using the pool facilities have the Permission for Child to Swim Unaccompanied and Emergency Consent Form on file
- Track and reconcile all monetary transactions and submit to the bookkeeper

Junior Lifeguard

Qualifications:

- Lifeguard experience totally less than 1 year or 100 hours
- Current Lifeguard, First Aid, and CPR certifications

General Responsibilities:

- Reports to the pool manager
- Provide a welcoming environment
- Wear appropriate lifeguard attire
- Report to each shift 15 minutes early, unless otherwise asked by the pool manager
- Log hours for each shift on a time sheet to be approved by the pool manager
- If unable to work a scheduled shift, find a replacement and notify the pool manager of the change
- Attend and participate in biweekly in-service meetings
- Maintain a safe, clean environment of all pool facilities and complete all tasks required for this maintenance per the discretion of the pool manager
- Report any personnel or maintenance concerns to the pool manager
- Refer members' questions/comments to the pool manager
- Respond to all requests from the pool manager or board members immediately
- Promote excellent public relations to all pool members and guests while on and off duty

Responsibilities while on Active Pool Duty:

- Act as a Junior Guard when on duty with a Regular Guard (who assumes the role of Senior Guard when working with a Junior Guard) or a Senior Guard, and follow the command of that guard
- Actively scan the pool at all times
- Enforce all pool rules

Responsibilities while on Office Duty:

- Complete bathroom checks at least once per office duty rotation
- Complete pool chemical checks, record on chemical log, and report any concerns to the pool manager immediately

Administrative Responsibilities:

- Ensure that all tasks on the daily duties list are completed
- Complete hourly tallies of the number of pool patrons present
- Assist the Senior Guard with the following duties:
 - Ensure that all members have signed in
 - Ensure that all guests have been signed in and paid for
 - Ensure that all members using the pool facilities have the Permission for Child to Swim Unaccompanied and Emergency Consent Form on file
 - Track and reconcile all monetary transactions