



YMCA

We build strong kids,
strong families, strong communities.

Santa Anita Family YMCA
501 S. Mountain Avenue
Monrovia, CA 91016
(626) 359-9244
(626) 359-9247 – fax
www.safymca.org

JOB TITLE: Lifeguard/Swim Instructor

JOB PURPOSE: PROVIDE INSTRUCTION AND TRAINING

by maintaining, observing and supervising the participants using the aquatics facility; teaching swimming skills.

Reports to: Aquatics Director/Coordinator

Date Revised: 2007

GENERAL FUNCTIONS

- ◆ The Lifeguard/Instructor is responsible for the health, safety and lives of the individuals using the area in and around the pool; remaining professional, alert and calm at all times; enforcing order; teaching swimming skills and training new instructors. *All programs and materials must be managed in accordance with the purposes and policies as set forth in the strategic plan, the Personnel Policies Manual and other policies as may be formulated.*

EDUCATIONAL/CERTIFICATION REQUIREMENTS

- ◆ A High School Diploma/GED or equivalent experience and/or training. An Undergraduate Degree (or In-Progress) preferred.
- ◆ Participation in the appropriate YMCA Career Development Program. This is recommended comprehensive certification program to enhance personal and professional growth.
- ◆ Specific certification(s) as may be required for specialized instruction/classes.
- ◆ Current Red Cross or equivalent CPR/AED/First Aid Certification.
- ◆ Current YMCA or equivalent Lifeguard and Instructor Certifications.
- ◆ Background Check Clearance.
- ◆ Drug Test Clearance.

EXPERIENCE REQUIREMENTS

- ◆ A minimum of 1 year aquatic experience.
- ◆ Minimum 18 years to lifeguard alone.
- ◆ A fundamental understanding of the YMCA philosophy and practices.
- ◆ Commitment to character development and the YMCA mission.
- ◆ Fundraising ability.
- ◆ Solid knowledge of emergency procedures required.
- ◆ Effective organizational skills as relates to aquatic position.
- ◆ Strong problem-solving and communication skills.
- ◆ Supervisory skills preferred.
- ◆ Must be a mature, highly-motivated, self-starter.
- ◆ Capable of working with all ages (special emphasis on children).
- ◆ Ability to handle chemicals and cleaning supplies. (Health and safety hazards are negligible)
- ◆ Ability to work with heavy equipment, i.e. handicap lift and pool blankets.
- ◆ Membership sales experience.

JOB TITLE: Lifeguard/Instructor

PRINCIPAL ACTIVITIES

- ◆ Responsible for reporting to work on time; adhering to appropriate dress code for position and department of responsibility.
- ◆ Actively participates in YMCA fundraising efforts by promoting branch interests and benefits to donors throughout the community; providing support and guidance for staff and volunteers to reach Annual Support Campaign goal.
- ◆ Establishes and maintains safety and conducting professional and courteous manner in, and around, pool area.
- ◆ Enforces the prescribed safety standards found in the Aquatic Staff Manual and aquatic policy established by the branch; becoming thoroughly familiar with the liability and legal aspects of lifeguarding.
- ◆ Responsible for knowing emergency procedures; performing lifesaving techniques; administering basic first aid; activating emergency medical system.
- ◆ Complete accident/incident report for in the event of a hazard; listing all first aid/treatment administered; submitting to supervisor.
- ◆ Responsible for on-the-job training of new instructors. (Note: New instructors will work with an experienced instructor for at least one session prior to assignment).
- ◆ Administer professional and effective swimming sessions for children and adults through proper preparation; providing mindful observation of entire class when working with individuals.
- ◆ Implement effective teach methods; distributing equal attention to participants.
- ◆ Return equipment at end of class.
- ◆ Provides pool/deck/spa maintenance by vacuuming according to schedule set by Pool Manager.
- ◆ Routinely monitor the participant count to provide appropriate guarding ratio.
- ◆ Assists with cleaning by hosing down decks daily and other forms of cleaning/tidiness as needed.
- ◆ Perform routine chemical/temperature readings; monitoring and recording the use of chemicals/heat as needed.
- ◆ Strictly adheres to established guarding protocol: Lifeguards will be allowed to sit in designated chairs at poolside, providing they walk the pool deck every 15 minutes, or continuously, depending upon number of participants to ensure ultimate safety. **AT NO TIME DURING SHIFT IS THE LIFEGUARD ALLOWED TO LEAVE THE DECK WITHOUT APPROPRIATE COVERAGE.**
- ◆ Maintains continuity among aquatic staff by reporting actions, irregularities and continuing efforts to Pool Manager.

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- ◆ Responsible for assisting with program registration.
- ◆ Participates in committee development as requested.
- ◆ Maintains professional and technical knowledge by attending education workshops and in-service training sessions.
- ◆ Enhances the supervisor's effectiveness by providing information and support; accepting responsibilities by assisting with special projects as directed.
- ◆ Head/experienced lifeguards may be charged with assisting less experience guards in the training and performing of established branch procedures.
- ◆ Accountable for attending staff meetings as scheduled.
- ◆ Performs other duties and responsibilities; completing additional projects and reports as required.
- ◆ *Contributes to overall team effort by accomplishing related results as needed; abiding by all policies and procedures.*