

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

Job Description Lifeguard Level 2

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| Reports To: Aquatics Director | Location: 6 |
| Type of position: Hourly | Grade: 23 |
| Benefits Eligible: No | ID: 69 |
| Non-Routine Driver | Tier: 3 |
| EEOC Classification: Service Worker/Non-Supervisory | |

Position Summary

Primary job responsibility is to ensure the safety, service and cleanliness of the Aquatics Center in a friendly professional manner and to provide swim lessons to patrons of all ages.

Qualifications

High school diploma, GED or currently enrolled in an accredited education program. Must possess competent knowledge of water safety; Possess good stroke mechanics, and teaching skills.

Certifications

Current Lifeguard, CPR and WSI (water safety instruction) certifications are required.

Physical Requirements

Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. Tolerant of constant exposure to pool water and chemicals through skin contact and inhalation. Must be able to meet all of the physical requirements for certifications and maintain those requirements at all times.

The minimum requirements of this position require this individual to:

- Ability to perform repetitive tasks and/or motions as appropriate for using a keyboard
- Ability to hear alarms/ telephone/normal speaking voice
- Clarity of vision with/without corrective lenses
- Must be able to negotiate stairs and ladders
- Must be able to use required equipment

Other Requirements

- Furnish own transportation
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President / CEO of SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

| Requirement | Key | Evaluation Comments |
|---|-----|---------------------|
| Greet members and staff with exemplary service, a smile and empathy. Realize and support HFC philosophy that members are individuals and their needs come first. | | |
| Assist the Aquatics Director in providing a safe aquatic environment. | | |
| Provide for the safety of swimmers by using advanced life guarding skills. | | |
| Supervise each participant and professionally enforce the policies of the aquatics department and HFC. | | |
| Educate participants in aquatic safety policies for the lap pool, therapy pool, and whirlpool where appropriate. | | |
| Professional conduct is required at all times with members and staff. | | |
| Responsible for regularly inspecting the aquatics areas to insure decks are dry and clear of obstacles. | | |
| Test water chemistry and make adjustments based on pool operator's guidelines as necessary to maintain state and HFC guidelines. | | |
| Maintain accurate records of water testing and attendance for all facility pools. | | |
| Remove and install lap lanes as required for various aquatic programs. | | |
| All reports of incidences or injuries must be submitted to the Aquatics Director using the proper forms. Follow-up may be required via the direction of the Aquatics Director to complete incident reports for injuries or circumstances that fall outside normal operating procedures. | | |
| Store all equipment safely and in the proper location. | | |
| Report all maintenance issues to the Aquatics Director and assist in the maintenance and cleaning of all equipment and aquatic facilities. | | |
| Assist the Aquatics Director in obtaining information regarding participants' desires and needs. Promote Aquatics programs that meet the needs of the participant and encourage participants to cross train. | | |
| Complete substitution form to ensure proper coverage of the Aquatics Department in case of personal illness, injury or vacation. | | |
| Maintain proper certifications and those required by HFC. | | |
| Attend departmental meetings and seminars. | | |
| Administer first aid to participants when necessary. | | |

Perform Water Safety Instruction

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| Provide safety of swimmers in classes and teaches safe aquatic skills. | | |
| Maintain proper class attendance records of students and skill sheets for certification purposes. | | |
| Properly fills out Achievement Certificates and presents them to student | | |
| Maintain log sheet of students to include the dates/times they were taught. | | |
| Promote program participation and encourages participants to strive to achieve their next level of swimming. (HFC Swim School, seven levels of | | |

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| swimming and swim club) | | |
| Adhere to Policies and Procedures | | |
| Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve. | | |
| Adhere to punctuality, attendance and absenteeism policies | | |
| Adhere to dress code standards | | |
| Adhere to Aquatic Department Rules | | |
| <p>This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.</p> | | |
| Evaluation Summary | | |
| Met last year's goals: | | |
| Evaluation Goals for Up Coming Year: | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| Recommendations: | | |
| Employee Comments: | | |
| Employee Signature: | | Date: |
| Supervisor Signature: | | Date: |
| ED Review: | | HR Review: |

IMPACT Values

Employee Self-Evaluation

SHARE's **IMPACT** values are the principles and ideals that bind the SHARE Foundation together including patients, members, customers, clients, employees, vendors, and all stakeholders. In an ever-changing work environment these core values are constant. They underlie our work and how we interact with each other. They are the expected behavioral standards we abide by in our everyday work life. Your supervisor will evaluate you in these areas on your performance evaluation and it will be part of the consideration for merit increase. You are being asked to take some time for self-reflection and to complete a self-evaluation. Please describe how you feel you demonstrated **IMPACT** values in this evaluation period. To help you get started, each value has an example statement to help you think about each value. Please feel free to describe how you demonstrate **IMPACT** values in your own words.

Integrity

Example statement: When on the job I demonstrate that I do the right things by:

Motivated

Example statement: I show commitment to doing the best work the right way by:

Professionalism

Example statement: At work I demonstrated the following behaviors that are a model for others to follow:

Adaptability

Example statement: I have shown that I am flexible and open to change by:

Compassion

Example statement: I demonstrate how people (patients, members, students co-workers) matter to me by:

Teamwork

Example statement: Here are some ways that I demonstrated my willingness to share ideas, contribute the quality of the department along with my co-workers by:

Employee Signature: _____