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

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 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 NL or NM keys in the comments field.

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 crised members and staff with keemplary service, a	Essentia	I JOD F	unctions			
smile and empathy. Realize and support HFC peds come first. Assist the Aquatics Director in providing a safe aquatic environment. Provide for the safety of swimmers by using advanced life quarding skills. Supervise aead participant and professionally enforce the policies of the aquatics department and HFC. Educate participants in aquite 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 day and care of obstacles. Test vater chemistry and make adjustments based on pool operator's quidelines as necessary to maintain state and HFC guidelines. Adiantian accurate records of water testing and attendance for all facility pools. Remove and instal lap lanes as required for various aguate programe. All reports of incidences or injuries must be submitted to the Aquatics Director sing the proper forms. Follow- up may be required via the direction. Report all maintenance issues to the Aquatics Director and assist in the maintenance and eleaning of all equipment and aquatic facilities. Assist the Aquatics Director sing in the proper forms. Follow- tip context is and the direction to ports for injuries or ctrcumstances that lall outside normal operating procedures. Assist the Aquatics Director is and necessary to mainten the adjustic programs. Complete incident reports for injuries or ctrcumstances that lall outside normal operating procedures. Assist the Aquatics Director wing the proper forms. Follow- tip context records and necessary to adjust programs. Complete Incident reports for minues or ctrcumstances that lall outside normal operating procedures. For all equipment and aquatic facilities. Assist the Aquatics Director in obtaining information regarding participants desires and necessary and the Aquatics Director is and seminars. Adimination record case attendance records of students and skill sheets for certificatin purpose. Provide safety of s	Requirement	Кеу	Evaluation Comments			
smile and empathy. Realize and support HFC peds 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 deck 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. Adintain accurate records of water testing and adjustate 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 director forms. Follow- up may be required via the director of the Aquatics Director to complete incident reports of incidences Store all equipment asfely and in the proper forms. Follow- Response that fail outside normal operating procedures. Store all equipment asfely and in the proper formation regarding participants' decisions and here and updates Director to advatics Director and assist in the maintenance issues and here and cleaning of all equipment and equatics and these. Promote programs. Adimination correct existing the proper forms. Follow- the Aquatics Director is obtain Advatics Director and assist in the maintenance issues the Aquatics Director to advatics the Aquatics Director in obtaining information regarding participants' decises and needs. Promote Prove Stafe Stafe Advatics Director Advatics programs that we decleaning of all equipment at alevel participants decises and needs. Promote the policipants' decises and needs. Promote the policipants' decises and presels. Promote transcharter advates and these required by HFC. Profmatic Prost of students to include the dataschires for exi	Greet members and staff with exemplary service, a					
ineeds come first.						
Assist the Aquatics Director in providing a safe aquatic environment. environment. Provide for the safety of swimmers by using advanced life guarding skills. safety setup						
environment. Provide for the safety of swimmers by using advanced life guarding skills. Supervise each participants and professionally enforce the policies of the aquatics department and HFC. Educate participants in aquatics safety policies for the lap pool, therapy pool, and whiripool 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 lag larly 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 foreation. Report all maintenance issues to the Aquatics Director various aquatics programs that ded ustmenter in pool to the Aquatics promplet 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 the Aquatics Director Aquatics Director in obtaining information regarding participants desires and heeds. Promote Aquatics Director in obtaining information regarding participants desires and heeds. Promote participant and encourage participants to cross train. Complete subtifuent the needs of the participant and encourage and teaches safe aquate here dest of the participant safe safet hene recenses of the participant safet of subtimes in classes and teaches safe aquatics bilicer of the classes and teaches safe aquatics bilicer of the classes and teaches safe aquate safet.						
Provide for the safety of swimmers by using advanced Iffe guarding skills. Supervise each participant and professionally enforce Iffe guarding skills. Supervise each participants in aquatics safety policies for the lap pool, therapy pool, and whirlpool where appropriate. Iffe guarding skills. Professional conduct is required at all times with members and staff. Iffe guarding skills. Responsible for regularly inspecting the aquatics areas to insure decks are dry and clear of obstacles. Iffe guarding skills. Test water chemistry and make adjustments based on pool operator's guidelines as necessary to maintain state and HFC guidelines. Iffe guarding skills. Remove and install lap lanes as required for various aquatic programs. Iffe guarding skills. Iffe guarding skills. All reports of incidences or injuries must be submitted to the Aquatics Director to complete incident reports for injuries or circumstances that fall outside normal operating procedures. Iffe guarding fall guarding fall sciences of the stafety fall science or adjustic fall facilities. Assist the Aquatics fall outside normal operating of all equipment and aquatic facilities. Iffe guarding fall science or adjustic fall science or adjustic facilities. Assist the Aquatics Director is obtaining information regarding participants' desires and needs. Promote Aquatics Director is obtaining information regarding participants' desires and heeds. Iffe guarding fall science stafe. Complete subilitutin						
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 aguist in the maintenance and cleaning of all equipment and encourage participants to eros train. Complete substitution form to ensure proper coverage of the Aquatics Director in obtaining information regarding participant's desires and needs. Promote Aquatics Director in obtaining information regarding participant's desires and needs or the participant and encourage participants desires and needs or the participant and encourage participants desires and needs. Complete substitution form to ensure proper coverage of the Aquatics Director in obtaining information regarding participants desires and needs. Promote proper coverage Attemption form to ensure proper coverage of the Aquatics Director in obtaining information regarding parts and and encourage participants desires and needs. Promote proper coverage Attemption to most proper coverage of the Aquatics Director in obtaining information regarding parts and ance the needs of the participant and encourage participants desires. Attemption and encourage participants						
Educate participants in aquatic safety policies for the lap poot, herapy pool, and whirlpool where appropriate. Image: Construct the image: Construct the last of the lap oot, therapy pool, and whirlpool where and staff. Professional conduct is required at all times with members and staff. Image: Construct the last of						
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. Camplete substitution form to ensure proper overage of the Aquatics Director in obtaining information regarding participants' desires and needs. Promote Aquatics Director in cost rain. Complete substitution form to ensure proper coverage of the Aquatics Director in obtaining information regarding participants' desires and heeds promote Aquatics Director in obtaining information regarding participants do resons train. Complete substitution form to ensure proper coverage of the Aquatics Director and asses and heeds. Promote Aquatics Director in obtaining information regarding participants do resons train. Complete substitution form to ensure proper coverage of the Aquatics Director Attend department in case of personal illness, injury or vacation. Maintain proper cettrifications and those required by HFC. Maintain proper cettrifications and those required by HFC. Maintain proper cettrification surposes. Properly fils out Achievement Certificates and presents them to student Maintain proger cettrification purpose. Provide safety of swimmers in classes and teaches safe aquatic skills. Maintain proper c	lap pool, therapy pool, and whirlpool where					
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 insues to the Aquatics Director and assist the Aquatics Director to tobalining information regarding participant' 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 Director ertifications and those required by HFC. Attend departmental meetings and seminars. Administer first aid to participants when necessary. Perform Water Safety Instruction 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 proper class attendance records of students and skill sheets for certification purposes. Properly fills out Achievement Certificates and presents them to student Maintain proger class attendance records of students and skill sheets for certification purposes.						
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. 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 afelitys Director in obtaining information regarding 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. Provide safety of swimmers in classes and persents them to student Maintain proper certifications and process. Properly fills out Achievement Certificates and presents them to student Maintain proper certifications and these required by HFC. Provide safety of swimmers in classes and persents them to student Maintain proper certifications and those required by HFC. Provide safety of swimmers in classes and persents them to student Maintain proper certifications and those required by HFC. Provide safety of swimmers in classes and presents Hentogenetic safety and such accesses and Attend departmental meetings and seminars. Attend thesets for certification purposes. Properly fills out Achievement Certificates and presents them to student Maintain proper certification purposes. Properly fills out Achievement Certificates and presents them to student Maintain proper difference provide safety of swimmers						
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 the Aquatics Director in obtaining information regarding participants' desires and needs. Promote Aquatics Dregarmits 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 in classes and teaches safe aquatic skills. Maintain proper certifications and those required by HFC. Provide safety of swimmers in classes and teaches safe aquatic skills. Maintain proper certifications and those required by and skill sheets for certification purposes. Provide safety of swimmers in classes and teaches safe aquatic skills. Maintain proper certification purposes. Provide safety of swimmers in classes						
pool operator's guidelines as necessary to maintain state and HFC guidelines.		+				
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 ad 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. Addimister first aid to participants when necessary. Perform Water Safety Instruction Provide safety of swimmers in classes and teaches safe aquatic skills. Maintain proper class attendance records of students and skill sheets for certification purposes. Provide safety of swithener in classes and presents them to student Maintain log sheet of students to include the dates/times they were taught.						
Remove and install lap lanes as required for various aquatic programs. Ill 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's desires and needs. Promote Aquatics Department in case of personal illness, injury or vacation. Maintain proper certifications and those required by HFC. Perform Water Safety Instruction Attend departmental meetings and seminars. Administer first aid to participants in classes and teaches safe aquatic skills. Maintain proper certification purposes. Perform Water Safety Instruction Provide safety of swimmers in classes and teaches safe aquatic skills. Promote the date student by the proper class attendance records of students and skill sheets for certification purposes. Provide safety of students to include the dates/times they were taught. Promote taproper class attendance courds of students to include the dates/t						
aquatic programs. All reports of incidences or injuries must be submitted 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 Dreator in obtaining information regarding participants desires and needs. Promote Aquatics Dreator in obtaining information regarding 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 Provide safety of swimmers in classes and teaches safe aquatic skills. Maintain proper class attendance records of students and skill sheets for certificates and presents them to student Here the teach of the teates/time						
Ail 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 Durentment 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 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						
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. Attend departmental meetings and seminars. Attend departmental meetings and seminars. Attend textist. 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						
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's desires and needs. Promote Aquatics programs that meet the needs of the participant's desires and needs. Promote 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 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 st						
Director to complete incident reports for injuries or circumstances that fall outside normal operating procedures. Image: Complete incident reports for injuries or circumstances that fall outside normal operating procedures. Store all equipment safely and in the proper location. Image: Complete incident reports for injuries or 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. Addminister first aid to participants when necessary. 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						
circumstances that fall outside normal operating procedures.						
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. Image: 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. HFC. Attend departmental meetings and seminars. Administer first aid to participants when necessary. Provide safety of swimmers in classes and teaches safe aquatic skills. Perform Water Safety Instruction 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						
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 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. Pronote program participation and encourages						
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 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	Store all equipment safely and in the proper location.					
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 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	Report all maintenance issues to the Aquatics Director					
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 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 datas/times they were taught. Promote program participation and encourages						
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 Provide safety of swimmers in classes and teaches safe aquatic skills. Maintain proper class attendance records of students and skill sheets for certificates and presents them to student Maintain log sheet of students to include the dates/times they were taught. Promote program participation and encourages						
Aquatics programs that meet the needs of the participant and encourage participants to cross train.						
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 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						
Complete substitution form to ensure proper coverage of the Aquatics Department in case of personal illness, injury or vacation. Image: 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. Image: Complete Substitution form to ensure proper coverage of the Advantage Substitution form to ensure perform Water Safety Instruction Attend departmental meetings and seminars. Image: Complete Substitution form Water Safety Instruction Perform Water Safety Instruction Perform Water Safety Instruction Provide safety of swimmers in classes and teaches safe aquatic skills. Image: Complete Substitution purposes. Maintain proper class attendance records of students and skill sheets for certification purposes. Image: Complete Substitute						
of the Aquatics Department in case of personal illness, injury or vacation. Image: Second						
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 Provide safety of swimmers in classes and teaches safe aquatic skills. Perform Water Safety Instruction 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						
HFC. Attend departmental meetings and seminars. Administer first aid to participants when necessary. Perform Water Safety Instruction 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 Hereform to student Maintain log sheet of students to include the dates/times they were taught. Promote program participation and encourages						
Attend departmental meetings and seminars. Administer first aid to participants when necessary. Administer first aid to participants when necessary. Perform Water Safety Instruction 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 Provide safety of students and encourages						
Administer first aid to participants when necessary. Perform Water Safety Instruction Provide safety of swimmers in classes and teaches safe aquatic skills. Instruction 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						
Perform Water Safety Instruction Provide safety of swimmers in classes and teaches safe aquatic skills. Image: Safety of Swimmers in classes and teaches Maintain proper class attendance records of students and skill sheets for certification purposes. Image: Safety of Swimmers in classes and teaches Properly fills out Achievement Certificates and presents them to student Image: Safety of Swimmers in classes and presents Maintain log sheet of students to include the dates/times they were taught. Image: Safety of Swimmers in classes and presents Promote program participation and encourages Image: Safety of Swimmers in classes and presents						
Provide safety of swimmers in classes and teaches safe aquatic skills. Image: Second Seco	Administer first aid to participants when necessary.					
Provide safety of swimmers in classes and teaches safe aquatic skills. Image: Second Seco	Perform Water Safety Instruction					
Maintain proper class attendance records of students and skill sheets for certification purposes. Image: Certification purposes of students Properly fills out Achievement Certificates and presents them to student Image: Certification purposes of students Maintain log sheet of students to include the dates/times they were taught. Image: Certification purposes of students Promote program participation and encourages Image: Certification purposes 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						
them to student Image: Constraint of the students to include the students to include the dates/times they were taught. Promote program participation and encourages Image: Constraint of the students of the st	and skill sheets for certification purposes.					
Maintain log sheet of students to include the dates/times they were taught. Image: Comparison of the students of						
dates/times they were taught. Promote program participation and encourages		+				
Promote program participation and encourages						
		1				
	participants to strive to achieve their next level of					
swimming. (HFC Swim School, seven levels of	swimming. (HFC Swim School, seven levels of					

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 This job description is a summary of the typical functions possible job responsibilities, tasks, and duties. The respo differ from those outlined in this job description and other	of the job, not an ex nsibilities, tasks and duties, as assigned,	naustive or comprehensive list of all the duties of the jobholder of this position may may be part of this job. This job description		
should not be construed to imply that these requirements				
Evaluat	ion 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 vales 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:_____