Description of Responsibilities and Expectations for Lifeguard 2015

The Lifeguard position is a temporary summer position that includes many different types of work. Please be mindful that this job requires physical labor and strong communication skills. The Lifeguards report to their direct supervisor, the Assistant Pool Manager, as well as the Conferences Department Leadership Team. The Lifeguards are responsible for all the activities listed below in expectation of providing a safe atmosphere and outstanding service to all that use the University pool. This is not a permanent regular position and does not include any benefits.

I. Position Summary:
The Summer Season is roughly divided into three parts:

i. Pre-Season – This is a preparation period before the pool opens; this time is used to prepare the pool for use, as well as work with the rest of the Conferences Staff to prepare for Commencement. A schedule is below:
   - Thursday, May 7, 2015 – Friday, May 8, 2015: Full Day of Training & Commencement Prep
   - Saturday, May 9, 2015 – Commencement (required unless you are a graduating senior)
   - Monday, May 11-22, 2015 – Continue Training, Facility Preparation

ii. Summer Season – This is the duration of the pool season, beginning May 23, 2015 and ending September 7, 2015. The pool hours are noon to 8pm May 23, 2015 through September 7, 2015 with some exceptions including, but not limited to:
   - May 26 -- May 29, 2015 -- Pool closed for Mandatory Lifeguard Training & Mission Trip
   - August 26 -- September 7, 2015 -- limited hours (based on class hours and staff availability)

iii. Post-Season – This is the pool shut down period, September 12-13, 2015. This includes storing all summer supplies, taking down instructional signs, moving furniture, damage checks, final work orders and supporting Plant Operations.

II. Responsibilities Include:

i. Perform as part of a guard rotation with chair, deck, and shack duties

ii. Attend all staff meetings/training sessions

iii. Perform all opening or closing duties, depending on the shift

iv. Manage the appearance of the facility beyond the above listed duties including, but is not limited to
   - Testing water chemicals
   - Skimming and Vacuuming the pool
   - Picking up trash/litter
   - Picking up prickly balls in grass
   - Restacking unused chairs
   - Straightening up when needed
   - Watering to the flowers and plants in the pool area

v. Work minimum of 35 hours a week (if you live on campus) or pay your room and board fee for that week

vi. Find your own replacement when you cannot make it to work and communicate the switch to the Assistant Pool Manager

vii. Swim 60 laps per week

viii. Teach swim lessons when tasked

ix. Cooperate with the Assistant Pool Manager, the Assistant Director of Scheduling & Event Logistics, and all other co-workers

x. Help with Special Events when tasked

xi. Other duties as assigned as a member of the Conference Dept Staff

III. Qualities Include:

i. Current Lifeguard certification (last 3 years)

ii. Current First Aid (last 3 years)

iii. Current CPR for the professional rescuer (last 2 years)

iv. Or, if you do not have these certifications, willingness to be trained

v. Excellent swimming skills

vi. Excellent communication skills: verbal; written; telephone

vii. Excellent customer service skills

viii. Flexible and patient

ix. Friendly, positive, and self-motivated

IV. Job Incentives:

- Dynamic Team Atmosphere
- On Campus Housing and Full meal plan in the dining commons
- Competitive campus salary
- Rewarding personal and professional growth experiences
Lifeguard (LG) APPLICATION FOR EMPLOYMENT

If you need help filling out this Application for Employment, please contact Conference Services. Eastern University will undertake reasonable efforts to accommodate your needs promptly. Eastern University is an equal opportunity employer. Eastern University does not discriminate on the basis of race, creed, color, national origin, sex, age, disability, handicap, marital status, or any other applicable legally protected category. No questions on this Application are intended to secure information to be used for any discrimination prohibited by applicable law.

PLEASE PRINT OR TYPE

Name (Last, First, MI)                      Student ID Number

Home Address –Street                               Cell Phone

City/ State/ Zip                                         E-Mail

Do you currently live on campus?                     Employment Dates Satisfactory?   Y / N

Do you plan on living on campus in the Fall?           What is your class year?

Can you produce proof that you are eligible to work in the USA?   ☐ YES   ☐ NO
Are you willing to work SATURDAYS, SUNDAYS and HOLIDAYS?   ☐ YES   ☐ NO
Are you willing to work OVERTIME?                   ☐ YES   ☐ NO
Are you willing to be ON-CALL and work nights and/or emergencies? ☐ YES   ☐ NO
What other positions have you held at Eastern University?

Have you been convicted of a crime within the last 7 years?   ☐ YES   ☐ NO
Do you have a State issued drivers license?               ☐ YES   ☐ NO
Do you have an Eastern University van driver’s license?    ☐ YES   ☐ NO

EDUCATION

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<th>Course of Study</th>
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PREVIOUS EMPLOYMENT RECORD

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Are you currently employed?   ☐ YES   ☐ NO
May we call your present employer? ☐ YES ☐ NO
# REFERENCES
Please include at least one Eastern University Faculty/Staff member

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ESSAYS

Please briefly answer each of the following on a separate typed document.

1. Please list any Lifeguarding experience, if applicable. Include certifications, dates, and current certification status.

2. Please indicate two or three employment or volunteer experiences you have had which may enhance your ability to succeed as a Lifeguard.

3. Please list three of your strengths.

4. Please list two of your weaknesses, and explain what you are doing to address them.

5. Please define ‘Lifeguard’, and outline what is expected of one.

6. Please complete this statement: “In an emergency situation, my best attribute is _______ _______."

7. Our department motto is “Hospitality is our Ministry.” What does that phrase mean to you?

8. Please list any personal travel plans you have for this summer.

9. Please score yourself for the following traits using a scale of 1 – 5, with 1 being ‘terrible’ and 5 being ‘fantastic’.

   ______ Assertiveness
   ______ Patience
   ______ Dedication/commitment
   ______ Flexibility
   ______ Ability to do physically demanding work
   ______ Ability to follow directions
   ______ Ability to work with others
   ______ Ability to work under stress

10. Is there anything else you would like to tell us about you?

11. What days and times are convenient for you to have an interview? Please limit to M-F 10am to 6pm.

12. Each applicant under consideration must successfully complete a swim test. Please list days and times that are convenient for you to have a swim test. Please limit to M-F 10am-6pm.

13. What questions do you have for us?
STATEMENT
I certify that the facts contained in this application are true. I understand that no representative of Eastern University other than Conference Services, has any authority to make any agreement with me for any specified period of time or to guarantee some job-related term or benefit. I understand that this entire statement (both paragraphs) applies to the period before and after I may become employed. I acknowledge that I have read and understand each of the above two paragraphs (including this paragraph) as well as the entire Application form.

I understand that the use, possession, distribution, purchase or sale of illegal drugs and the illegal use of drugs is prohibited during employment by Eastern University. I also understand that the use of alcohol or being under the influence of alcohol while at work is also prohibited. If Eastern University requires, I am willing to submit to drug testing to detect use of illegal drugs or the illegal use of drugs prior to and/or during (if I am hired) employment. I am also willing to submit to alcohol testing.

DATE:______________  APPLICANT’S NAME:(print)_____________________________________

APPLICANT’S SIGNATURE:_____________________________________________________

RELEASE AND AUTHORIZATION TO CHECK APPLICANT’S CREDENTIALS

I authorize Eastern University to perform all checks of my credentials and background as allowed by law, including, but not limited to, discussions with present and/or former supervisors, co-workers, friends, business associations, Student Development, and/or other individuals that Eastern University, in its sole discretion, believes may have relevant information regarding my suitability for employment.

I also authorize such other investigation as Eastern University and/or its agents and consumer reporting bureaus to verify any of this information. I authorize all former employers, persons, schools, companies, and law enforcement authorities to release any information concerning my background, and I release all said persons, schools, companies, employers and law enforcement authorities from all liability for any damage whatsoever for issuing this information.

DATE:______________  APPLICANT’S NAME:(print)_____________________________________

APPLICANT’S SIGNATURE:_____________________________________________________

Thank you for applying, we look forward to meeting you.

**Please return to the Conference Office either in person or via campus mail. The Conference Office is the stone building located at the entrance of the Gym parking lot.**

All Applications are due by 5pm February 13th, 2015.

For questions, please contact Shawn McDonald at (610) 341-1385 or conf@eastern.edu.