

Description of Responsibilities and Expectations for Lifeguard 2023

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. Commencement & Pre-Season – This is a preparation period before the pool opens; during which we prepare the pool for use, get certified, as well as work with the rest of the Conferences Staff to prepare for Commencement. A schedule is below:

- Fri, May 5, 2023: Welcome Meeting & Commencement Prep
- Sat, May 6, 2023: Commencement (required, unless you are a graduating senior)
- Mon, May 8, 2023- Thu, May 25, 2023 – Continue Training, Certification Classes, and Facility Preparation

ii. Summer Season – This is the duration of the pool season, beginning

- Sat, May 29, 2023 -- Mon, September 4, 2023.
- The pool hours are 12 noon to 8pm, with some exceptions
- Mon, August 28 -- Fri, September 4, 2023 – classes begin, limited pool hours (based on staff availability)

iii. Post-Season – This is the pool shut down period,

- September 12, 2023. This includes storing all summer supplies.

II. Responsibilities Include:

- Perform as part of a guard rotation with chair, deck, and shack duties
- Attend all staff meetings/training sessions
- Perform all opening or closing duties, depending on the shift
- 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
 - Straightening up as needed
- Work minimum of 35 hours a week
- Find your own replacement when you cannot make it to work and communicate the switch to the Assistant Pool Manager (APM)
- Perform swim with rescue tube five minutes every hour of shift.
- Work collaboratively with fellow lifeguards and the APM to ensure the safety of the patrons and maintain the conditions of the pool and pool area
- Help with Special Events when tasked
- Other duties as assigned as a member of the Conference Dept. Staff

Qualities Include:

- A candidate does **NOT** need any previous lifeguard experience.
- A willingness and ability to be trained & certified
- Excellent swimming skills
- Excellent communication skills: verbal; written; telephone
- Excellent customer service skills
- Flexible and patient
- Ability to remain calm in a crisis
- Friendly, positive, and self-motivated

IV. Preferred, But Not Required:

- Current Lifeguard Certification
- Current First Aid
- Current CPR for the professional rescuer

Job Incentives:

- Dynamic Team Atmosphere
- On Campus Housing and Full Meal Plan in the dining commons
- 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?	Can you work ALL Employment Dates 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to work SATURDAYS, SUNDAYS and HOLIDAYS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to work OVERTIME?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to be ON-CALL and work nights and/or emergencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What other positions have you held at Eastern University?	
Do you have a State issued driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have an Eastern University van driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

School Type	Name of Institution	Course of Study	No. of Years	Degree/Diploma?
HIGH SCHOOL				
COLLEGE				
OTHER				

PREVIOUS EMPLOYMENT RECORD

Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
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

Name of Reference	Relationship
Job Title	Company
Phone Number	Email Address
Name of Reference	Relationship
Job Title	Company
Phone Number	Email Address
Name of Reference	Relationship
Job Title	Company
Phone Number	Email Address



ESSAYS

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

1. Please tell us about any of your employment or volunteer experiences which will enhance your ability to succeed as a Lifeguard.
2. Please define 'Lifeguard', and outline what is expected of one.
3. Please complete this statement:
"In an emergency situation, my best attribute is _____."
4. Our department motto is "Hospitality is our Ministry." What does that phrase mean to you?
5. Please list any Lifeguarding experience, if applicable. Include certifications, dates, and current certification status.
6. What days and times are convenient for you to have an interview? Please limit to M-F 10am-6pm.

Each applicant under consideration should be prepared to successfully complete a swim test and lifeguard certification. If the applicant does not pass they will not be employed by this department.



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.

APPLICANT'S NAME:(print)_____

APPLICANT'S SIGNATURE:_____

DATE:_____

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.

APPLICANT'S NAME:(print)_____

APPLICANT'S SIGNATURE:_____

DATE:_____



**E A S T E R N
U N I V E R S I T Y**

Conferences

(610) 341-5999

Thank you for applying.

Please return application to the
Conference Office either in person.
The Conference Office is the stone building located
at the entrance of the Gym parking lot.

We will be scheduling interviews as we
receive applications.

Applications received after **April 14, 2023**
are not guaranteed and interview.

Questions, please contact Efram Harkins at
(610)341-5999 or wharkins@eastern.edu.