

# Lifeguard/Member Attendant

**Salary** \$16.00 Hourly

**Location** Carmichael, CA

**Job Type** Part Time/Seasonal

**Opening Date** 01/26/2024

**Closing Date** CONTINUOUS POSTING

## THE POSITION

### PART-TIME/SEASONAL

## DESCRIPTION

The Glen Oaks Swim and Tennis Club (The Club), a private member owned club, is seeking to hire enthusiastic part-time seasonal Recreation Staff for lifeguarding, concessions, and kids day camp, who can enhance the member experience.

If you are looking for a positive, rewarding, fun, flexible summer job, and have a passion for recreation and customer service, Apply Now! We offer very flexible schedules including evenings, mornings, day, weekend, and weekday work. At the conclusion of summer, applicants could have an opportunity of continued employment.

The summer season is anticipated to begin March 25, 2024, and run through August 14, 2024. *Actual hours assigned may be increased or decreased at any time depending upon the needs of The Club.*

## SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Club Manager. This position does not supervise.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.*

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform related duties as needed.*

- Maintain constant surveillance as assigned to safeguard swimmers from drowning and other accidents.
- Rescue and resuscitate drowning persons.
- Rescue and aid persons affected by life threatening injuries.

- Enforce facility rules, regulations, and procedures; take appropriate action to prevent dangerous situations and accidents.
- Render care in the latest American Red Cross techniques in water safety, lifeguarding, first aid, and cardiopulmonary resuscitation (C.P.R.) to persons in need of assistance.
- Preparing the facility, pool, and deck at opening and securing them at closing
- Concessions preparation and service.
- Money handling, sales, processing of fees, and registration payments.
- Customer Service – problem solving and answering a multitude of questions related to Glen Oaks.
- Implement activities such as games, arts/crafts, sports, and other enrichment activities to various age levels.
- Set-up, tear-down, and cleaning before and after programs and events.
- Direct and instruct water oriented classes such as junior guard, and water aerobics.
- Write lesson plans and assist in the planning, promoting, and organizing of programs.
- Maintain records and reports.
- Perform cleaning and maintenance related duties as required.
- Perform related duties as assigned.
- Work as part of a team.

## **QUALIFICATIONS**

Knowledge of:

- Current and preventative lifeguarding techniques.
- Rules and regulations of the facility.
- Swimming rescue techniques, CPR, and first aid.
- Instruction techniques and materials related to aquatic activities.
- Food handling procedures
- Cleaning and sanitation procedures

Ability to:

- Swim with proficiency and endurance; tread water for an extended period of time.
- Maintain lifeguard certification.
- Prevent accidents and effect rescues.
- Enforce the rules and regulations of The Club.
- Perform swimming rescues, CPR, and first aid.
- Establish and maintain effective relationships with other employees and club members.
- Follow oral and written instructions.
- Prepare, read, and write various reports.
- Instruct members in a variety of aquatic oriented skill level classes.
- Ability to obtain and retain a Work Permit throughout employment, if under the age of 18
- Ability to obtain a California Food Handlers Card prior to receiving a start date.

## **EDUCATION AND EXPERIENCE**

Education:

None required.

Experience:

None required.

## **SPECIAL QUALIFICATIONS**

### Age:

Must be 16 years of age at time of appointment.

*This requirement may be modified by the hiring committee.*

### Certification:

Possession of current course completion certificates as required by current Federal, State, and Local law.

*Certification to be obtained by time of appointment and must be retained throughout employment as a condition of employment. This requirement may be modified by the hiring committee.*

- Completion of American Red Cross Lifeguarding/First Aid/CPR and AED certification by time of appointment.
- State of California Food Handlers Card

## **PROOF OF CERTIFICATION**

Proof of the required certificate(s) should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

### Training:

This position is designated as a Mandatory Reporter; completion of Mandatory Reporter training is required within two weeks of appointment.

## **PHYSICAL DEMANDS AND WORK CONDITIONS:**

*The conditions herein are typically required of an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

### Physical Requirements:

- Mobility: frequent use of writing implements; sitting or standing for long periods of time; walking, start, and stop frequently; run and swim frequently; standing, bending, stooping, squatting, kneeling, crawling and twisting, and running while working outside; must be able to spend prolonged periods of time in pool water; must maintain the physical ability required to pass the American Red Cross Lifeguard certification; frequent pushing, pulling or lifting up to forty (40) pounds for transporting equipment, setting up programs, special events, food preparation, activities, games, and crafts.
- Vision: constant use of overall vision; frequent iPad use; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing and typing; frequent grasping, holding, and reaching; frequent operation of office equipment and recreation related tools such as, but not limited to, scissors, plunger, mop, first aid supplies and hand tools.

- Hearing/Talking: frequent hearing and talking in person and on the phone; verbal and hearing skills to effectively communicate with participants and staff.
- Emotional/Psychological: frequent decision making and concentration, frequent public and/or coworker contact; may occasionally work alone.

### Environmental Conditions:

Work may be performed outdoors or indoors with exposure to heat (often over 100 degrees), cold, sun, noise, dust, pollens and pool chemicals.

### Work Conditions:

This position requires work to be performed at various hours including early morning, day, evenings, weekdays, weekends, and holidays.

## THE SELECTION PROCEDURE

**Please note, the Glen Oaks Swim and Tennis Club's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders.**

**1. Application:** (Pass/Fail) – All applicants must complete and submit **via email or in person, by appointment**, a Glen Oaks employment application by the final filing deadline.

- Employment applications must be submitted online or in person, by appointment.
- Employment applications will be considered incomplete and will be disqualified:
  - If applicants do not list current and past job-related experience in the current and past employment question.
  - If "see resume" is noted in the current and past employment question; a resume will not substitute for the information required in this question.
- Proof of certification(s) should be submitted along with your application. Proof of certification(s) **will be required at the time of appointment**.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Supplemental documents such as cover letter and resume are highly preferred and recommended at the time of application submission. Documents should be submitted to the Glen Oaks Office as attachment(s) with the employment application, emailed to [GOSwimAndTennis@yahoo.com](mailto:GOSwimAndTennis@yahoo.com) or delivered in person, by appointment.

**2. Screening:** (Pass/Fail) - All applications received by the final filing deadline will be forwarded to the hiring committee for review. The hiring committee will select the most competitive applications for further consideration.

**3. Hiring Interview:** Those candidates determined to be the MOST QUALIFIED will be invited to participate in an interview process coordinated by the hiring committee. There will be no eligibility list established, as positions will be seasonal and/or part-time. A hiring interview is not guaranteed.

**4. Conditional Hire:** Upon receipt of a conditional offer, the selected candidate must possess any required certification(s) prior to receiving a start date. If applicable, candidates may also need to pass LiveScan/fingerprinting. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

**Please Note:** Part-time employment with the Glen Oaks Swim and Tennis Club is on an "at-will" basis meaning The Club or the employee may terminate employment at any time with or without cause.

**QUESTIONS:**

For questions concerning this job announcement and the application process:

- Please visit <https://www.goswimandtennis.com/employment>
- Send an email to [GOSwimAndTennis@yahoo.com](mailto:GOSwimAndTennis@yahoo.com) or
- Call the Club Manager at (916) 967-7022

**Company**

Glen Oaks Swim and Tennis Club  
*A Private Member Owned Club*

**Address**

4301 Paradise Drive  
Carmichael, California, 95608

**Phone**

(916) 967-7022

**Website**

<http://www.goswimandtennis.com>

The Glen Oaks Swim and Tennis Club is an equal-opportunity employer. It is our policy to provide equal employment opportunities to qualified individuals without discrimination on the basis of race, color, religious creed, national origin, gender, gender identity or gender expression, sex, sexual orientation, age, disability, medical condition, genetic information, covered veteran/military status, marital status or any other status protected by federal or state law.