



Naper Carriage Hill Swim & Racquet Club Lifeguard Qualifications and Requirements

Minimum Age: 16

American Red Cross CPR & Lifeguarding certification

CLUB RESPONSIBILITIES:

1. Review and enforce all pool rules outlined in Rules & Regulations on Naper Carriage Hill Swim & Racquet Club website.
2. Assist in pool filtration operations when requested.
3. Assist in the cleaning of pool, deck, and eating area at all times during the day, in addition to daily pool opening and closing cleaning responsibilities outlined by the Club Manager.
4. Handle all first aid problems.
5. Seek out manager on duty to complete all required reports.
6. Teach swim lessons unless otherwise excused by the Club Manager of Swim Lesson Coordinator; all conflicts with swim lessons must be communicated on an employee's application.
7. Participate in the regular lifeguard rotation; stay seated in the lifeguard chair until your replacement has arrived. Never leave the pool unattended.
8. Learn and follow the written emergency action plan created by the Club Manager.
8. Participate in the regular maintenance of the locker rooms.
9. Accept overtime for pool functions requiring additional staffing.
10. Attend all meetings scheduled by the Club Manager, including in-service training, emergency action training, and mid-season staff meeting.
11. Participate in the regular maintenance of tennis courts.
12. Abstain from cell phone use while on duty.
13. Keep the office organized and clean.
14. Assist in the sale of concessions during all enforced adult swim periods.
15. Report to work at least fifteen minutes prior to a scheduled shift, wearing all employee apparel.
16. Other duties as assigned by the Manager on Duty.
17. All substitute lifeguards shall be subject to the same responsibilities as full-time lifeguards.

WORKING HOURS:

There will be an expectation that employees be on the job with promptness and regularity. The Club Manager will determine the summer schedule based on

availability provided by the employees. Lifeguards and Clerks will work on a set schedule; full-time employees will be responsible for regularly scheduled shift each week from the start of the season through July 31st. Should an employee be unavoidably late or find it impossible to be on the job, he/she must find a substitute from other Naper Carriage Hill Swim & Racquet Club staff. In every case, a manager or assistant manager must be notified. A custom schedule will be created for all shifts beginning August 1st through the end of the season.

If an employee has a pre-planned extended absence (family vacation), it is their responsibility to secure their own sub for all scheduled shifts. Extended absences or anticipated vacations lasting for a period of more than 10 consecutive days must be communicated to the Club Manager prior to signing an employment contract.

All club employees must be available to work two of the three summer holiday periods: Memorial Day weekend, Fourth of July, and Labor Day; this means college students returning to campus in August must be available to work both Memorial Day weekend & the Fourth of July.

All employees not returning to campus must be available to work Monday afternoon/evening of Labor Day.

DISCIPLINE CODE FOR STAFF:

A first offense, except as forth below, shall result in either a written or verbal warning. A subsequent offense shall, at the discretion of the Club Manager and/or Pool Operations Chairperson, result in further warnings or discipline, including dismissal. Any acts which, in the opinion of the Club Manager and/or Pool Operations Chairperson, constitutes an act of theft, deception, fraud, intoxication and/or moral turpitude, whether on or off the premises and/or whether work or non/work related, shall subject the employee to immediate termination.