



Position Summary

Lifeguards are responsible for the safety of all participants using the aquatic facilities, including their own, at the SRSC - Councilman Billingsley Aquatic Center, School of Public Health – Royer Pool, Bill Garrett Fieldhouse– Pool 194, and the Indiana University Recreational Sports Outdoor Pool. It is the principle duty of the lifeguard to provide a safe environment for all participants, ensuring the safety of all users of the pool by preventing and responding to emergencies.

Specific Responsibilities

- Prevent injuries by minimizing or eliminating hazardous situations or behaviors
- Monitor activities in and near the water through patron surveillance and utilize the “5-minute scanning strategy”
 - o Scan all patrons in your assigned area of responsibility
 - o Stay focused and do not let your attention drift
 - o Scan the entire volume of water – the bottom, middle, and surface
 - o Move your head and eyes while scanning and look directly at each area rather than staring in a fixed direction
 - o Scan from point-to-point thoroughly and repeatedly
 - o Scan for potential problems: arm and leg action, body position, and movement through the water may indicate that a person is a weak swimmer and is in trouble in the water
 - o Maintain active posture. slouching, leaning back, sitting back with legs crossed, or resting your head in your hand may cause you to become too relaxed and lose focus
 - o Adjust your body position by standing up to eliminate blind spots. Be aware of areas that are difficult to see
 - o Change your body position regularly to help you stay alert and vigilant. Utilize the 5 Minute Scanning Strategy
 - o Change your Posture (Sit, Stand, Stroll), Position, scanning Pattern, and count the Patrons every five minutes
- Provide a safe, clean, and enjoyable environment for all patrons
- Decrease waiting time by assisting participants in finding a lane to swim and provide positive relational service to participants
- Responsible for reading, understanding, and abiding by and enforcing all Indiana University Recreational Sports and Aquatic facility policies, rules, and regulations and educating patrons about the consequences of rule violations as outlined in the employee handbook
- Recognize and respond quickly and effectively to all emergency situations and contact the Risk Management First Responders for all accidents, no matter how minor, and all Code Blue incidents. Serve as primary responder to all accidents, including in the water, while working as a team with other lifeguards, professional staff, and hourly staff
- Maintain current certifications at all times while employed by Indiana University Recreational Sports. These include the ARC Lifeguard /First Aid (valid for 2 years), ARC CPR/AED for Lifeguards (valid for 1 year), and Aquatics Unit Training (valid for 1 semester).
- Administer first aid and CPR, including using an AED, when requested by Risk Management First Responders or if a First Responder is not present
- Contact the Aquatic Lead for all incidents and relational service challenges. If an Aquatic Lead is not available or present, contact the Assistant Night Manager/Team Leader

- Work as a team with other lifeguards, professional staff, and other building hourly staff when applicable
- Ensure key custody protocols are followed for each aquatic facility
- Perform opening duties, closing duties, and facility safety checks
- Must be the last person to leave the pool area to ensure no one remains in the pool area at close
- Help configure the pool by moving equipment, lane lines, and other equipment as dictated by programs that are present during the shift. This includes, but is not limited to, switching the pool from Short Course Yards to Long Course Meters (and vice-versa), moving lanes lines in the diving well and leisure lounge areas of CBAC, and inflating the Wibit Inflatable Volleyball set
- Ensure all pool equipment is in designated locations at the start of each shift and is stored and organized at the end of each shift
- Ensure varsity athletic equipment is being used appropriately and is being used by varsity athletes only
- Assist with the care and cleaning of the aquatic facilities
- Ensure that equipment is being used properly and in good working condition
- Ensure the South East emergency exit door and North/South stairwell is clear of all equipment and obstacles during Indiana University Recreational Sports recreational swim time
- File Facility Work Requests for broken or damaged equipment or collaborate with Aquatic Leads, Risk Management, Member Services, or building supervisors to ensure this is completed
- Promote cleanliness in the Aquatics Office by keeping your stuff in a locker or neat and tidy
- Complete tasks from the cleaning schedule during down time
- Assist with the set-up and tear down of special events hosted at the Counsilman-Billingsley Aquatic Center
- Maintain communication with the Aquatics professional team (checking e-mail at least once a day, answering phone calls, checking in face-to-face, etc.)
- Clocking in/out: Only SRSC, WIC, and Indiana University Recreational Sports Outdoor Pool have approved clock-in kiosks to clock-in for work. If these are not working, you must submit a Time Incident Form with the correct hours that you worked. Failing to comply with this policy is consider falsifying payroll and is grounds for termination and no rehire within Indiana University
- Clock in at least 4 minutes prior to each shift but no more than 12 minutes prior. Clock out no more than 12 minutes after each shift. NOTE: At the RS Outdoor Pool, clock in at least 8 minutes prior to each shift but no more than 12 minutes' prior
- Ensure that TIME clock-in appointment is correct at the end of each shift by utilizing Distribute Time Blocks
- Attend mid-semester and end of semester performance assessment meetings each semester (summer 1 and 2 are combined for a summer "semester" of employment)
- Attend all staff meetings and monthly in-service trainings and communicating any conflicts before the scheduled meeting
- Be knowledgeable of all Indiana University Recreational Sports programs and services so that you can be an ambassador of the organization
- Inspect the aquatic facilities and report unsafe conditions and equipment to the Aquatic Lead, Graduate Assistant, Assistant Director, or other professional and hour staff when necessary
- Complete electronic shift reports for all shifts that an Aquatic Lead is not present
- Completely fill out employee narratives for Incident/Accident/Program Incident reports
- Ensure that facility head counts are completely and accurately recorded and turned in when closing
- Utilize the Just In Time (JIT) notebook

Expectations

- **Serve as a Role Model for Fellow Lifeguards**
 - o Lead by example regardless of the role you are in
 - o Know and uphold all policies and procedures
 - o Demonstrate a positive and professional image to participants by providing a positive public image at all times as a lifeguard and employee of Indiana University Recreational Sports.
 - o Demonstrate reliability, tact, and emotional maturity.
 - o Be as accommodating as possible without jeopardizing safety
 - o Always uphold a neat appearance and maintain proper dress code while on duty.

- **Relational Service**
 - o Create a presence on the pool deck
 - o Respond promptly to participant's concerns and follow up when applicable
 - o Treat all pool users with respect (including teams, coaches, user groups, and participants)
 - o Have a kind, patient, understanding, positive attitude and emotional maturity.
 - o Be firm, consistent and fair with participants
 - o Decrease waiting time by assisting participants in finding a lane to swim in.
 - o Make sure the pool is prepared for all activities (lane lines, equipment, signs, etc.)

Required Skills/Qualifications

- Valid American Red Cross Lifeguarding/First Aid and CPR/AED for the Professional Rescuer certification
- Knowledge and skill to prevent and respond to emergencies as outlined by the American Red Cross lifeguard curriculum
- Reliable, mature, professional, positive, courteous, and consistent when enforcing rules and educating participants
- Maintain adequate physical condition and fitness levels in order to respond when needed as a professional rescuer

Preferred Skills/Qualifications

- At least one year of lifeguard experience
- American Red Cross Lifeguard Management
- American Red Cross Lifeguard Instructor r.06

Starting Pay Rate: \$12.00/hour with potential merit salary increases on a semesterly basis