

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Lifeguard
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Water Sports Director
Supervisory Responsibilities	None
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Wage Scale
Date:	December 5, 2017

The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.

The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.

Job Summary:

The Lifeguard will ensure the wellbeing and safety of individuals participating in the various aquatics programs available at Glacier View Ranch. The aquatics programs include an indoor pool and hot tubs with various play equipment (slide, water guns, noodles, kick boards, etc.) as well as a lakefront with canoes and paddleboards. The lifeguard will be expected to guard at both the pool and the lakefront on a rotation and will utilize his or her Lifeguard training in pool/swim area management, spotting and assessing/responding to emergency situations. Finally, the Lifeguard will collaborate with the Water Sports Director to implement aquatics programs as well as canoeing and paddleboarding instructional sessions that are instructional, fun and safe for campers of all ages and/or skill levels.

Duties and Responsibilities:

- Provide swim testing at the beginning of each camping period to approve camper participation
 - Take into account mental and physical abilities
 - Assign swim bands by swimming skill level as instructed by Water Sports Director
 - Continue to monitor the condition of all participants throughout the week, including before and during each activity period
- At all times, follow the water safety program and emergency procedures as established by the Water Sports Director
- Teach swimming, canoeing and paddleboarding classes each morning and afternoon as assigned by the Water Sports Director.
- Guard the pool and lakefront as assigned by the Water Sports Instructor.
- Collaborate with the Water Sports Director to design and run water sports activities and games (races, basketball in the pool, water polo, etc.).
- Assign “spotter” jobs to any staff that come to the pool or lakefront to assist guarding operations
- For the lakefront:
 - See that no one, including staff, participates in canoeing or paddleboarding activities without proper safety equipment (life jackets, rescue tube, etc.).
 - Instruct participants in aquatic safety before each activity period (or before each time the participant(s) utilize GVR’s aquatic equipment).
 - Enforce canoeing and paddleboarding safety rules
 - No flipping, tipping, or ramming
 - No horseplay
 - No standing in the canoes

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- Care for GVRs aquatic equipment
 - Canoes should be neatly and securely put away each evening.
 - Paddleboards should be stored neatly and securely at the close of each period.
 - Canoe paddles, life preservers, etc. should be stored in the boathouse.
- Ensure that individuals participating in aquatics activities meet the proper dress code for GVR.
- In the case of an emergency in an aquatics area:
 - Follow the Emergency Action Plan established by the Water Sports Director.
 - Notify the Camp Nurse and Camp Director and/or Assistant Camp Director as soon as possible.
- Ensure that the pool area and the lakefront are left clean and organized at the end of the day.
- Perform any additional summer camp related duties as assigned by the Water Sports Instructor, Assistant Camp Director, Camp Director or conference Youth Director.

Performance Factors:

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Qualifications/Requirements:

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold a valid Red Cross Lifeguard certification
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for Lifeguards
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
 - Planning/organizing
 - Analytical
 - Critical thinking
 - Time and organizational management

Typical Physical Demands:

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and occasionally lift up to 40 pounds. The employee must possess excellent swimming and water rescue skills. The employee should be competent in canoeing and stand-up paddleboarding as well as be willing

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to swim in a chilly mountain lake. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while swimming, sitting, standing, kneeling. This position is highly demanding and requires great flexibility and responsiveness. Tasks are performed in a variety of locations and conditions around the Ranch, including the indoor pool and the camp's lake. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

Signature

Date