

JOB DESCRIPTION
Northern Illinois Conference of the United Methodist Church

Title: *Lifeguard - Hourly*
Division: Outdoor & Retreat Ministries
Department: Reynoldswood Christian Camp AND Wesley Woods Retreat Center
Reports to: Waterfront Director

PURPOSE

To protect and assist guests within and around waterfront activities.

SUMMARY

Lifeguard – Hourly works directly with guests—children, youth and adults.

Lifeguard – Hourly works collaboratively with all other departments and employees to effect safety repairs and to ensure Waterfront safety, and to enforce Waterfront rules and procedures.

Lifeguard – Hourly works as scheduled to meet guest needs. Generally, 9:30am – 5:30pm Monday and Saturday, and 12:30pm – 5:30pm Tuesday, Wednesday and Thursday. The summer employment period is defined as the first Monday in June through August 15—we make every effort to be flexible with school schedules in August. We occasionally have swimming and boating requests for Labor Day weekend for which we contact you two – three weeks prior to ask if you are available.

MINIMUM REQUIREMENTS

- Lifeguard, First Aid and CPR certifications
- Reliable transportation to and from the worksite.
- Positive, service-minded customer focus
- Comfortable working in a Christian-oriented environment and able to share and support Protestant teachings
- Able to adapt quickly and manage changing circumstances and unforeseen situations
- Positive and effective communication skills, and ability to work with people of diverse ages and backgrounds

ABILITIES REQUIRED

- Ability and willingness to lift 50+ lbs
- Ability and willingness to work with overhead racking systems
- Ability and willingness to sit and/or stand for long periods of time
- Ability and willingness to live and work in a camp setting
- Ability and willingness to swim and to assist in aquatics activities
- Ability and willingness to work outdoors in varying weather conditions
- Ability and willingness to communicate and work with groups by participating and instructing campers and staff
- Ability and willingness to observe and assess camper and staff behavior, and to apply appropriate behavior management techniques
- Ability and willingness to recognize, identify and respond to environmental and other hazards related to various camp activities

REMUNERATION

Lifeguards – Hourly are paid a competitive hourly rate.

DUTIES AND RESPONSIBILITIES

This position comprises four areas of responsibilities which shall be fulfilled with integrity, honesty, trustworthiness, and smiling hospitality:

Safety

- 1. Inform, abide by, and enforce safety procedures
- 2. Maintain approved 1st Aid and CPR Certifications.
- 3. Administer 1st Aid & CPR when appropriate for guest safety.
- 4. Inspect, clean, correct, repair and record/report actions/conditions for your assigned areas, equipment and guest activities as necessary to ensure safety, proper function, cleanliness and professional appearance.

Aquatics

- 1. Serve as on-duty Lifeguard during scheduled hours
- 2. Learn and lead water-based activities
- 3. Learn and teach canoeing, kayaking, and paddle boarding
- 4. Greet guests, explain and enforce waterfront rules and boundaries

Hospitality

- 1. Attend and actively participate in Team Huddles as designated
- 2. Smile and always make the guests feel welcome and appreciated.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and/or skills required for the position. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed for guest and staff safety, and/or hospitality.

ADDITIONAL INFORMATION

HR use only	
NIC ADP Category	### / ###
Job code	NIC-ORM-###
Generic title	Summer Associate
Pay grade	TBD
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	5/31/2022