



## Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

# Student Employee Job Description

**Position:** Head Lifeguard and Swim Program Coordinator

**Principle Function:** The Head Lifeguard and Swim Program Coordinator helps oversee the student lifeguards as well as programs related to the Lee Hall pool operations.

### Job Duties and Responsibilities:

- Continue regular Lifeguard job responsibilities (see lifeguard job description).
- Educate patrons and train employees on department rules and policies.
- Assist in hiring, supervision and training of Lifeguards and Swim Instructors.
- Conduct swim tests for all new and existing Lifeguards and Swim Instructor staff.
- Assist in staff scheduling and monitoring time off requests.
- Conduct, schedule, and participate in in-service trainings.
- Assist in marketing, and supervision of the Learn to Swim program.
- Act as primary liaison between swim instructors and participants in the Learn to Swim program.
- Create and distribute all invoices for the Learn to Swim program.
- Plan, coordinate and assist in implementing aquatic based special events and programs.
- Attend all staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

### Qualifications:

- Maintain an overall 2.4 GPA and be a current SUNY Oswego student for the duration of employment.
- Must have current lifeguard certification.
- Must possess American Red Cross CPR and AED for the Professional Rescuer.
- Must possess strong interpersonal and customer service skills.
- Demonstrated skills in leadership, decision-making, confrontation management, and problem-solving.

### Terms of Employment

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage + \$1.00 (subject to change based on budgetary allocations).
- Employees are required to arrive to campus a few days prior to the start of the semester for staff training and orientation.
- The total work time is at least 10 hours/week (Including regular Lifeguard and/or swim instruction shifts)
- Evening and weekend hours will be required.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).