

**NORTHAMPTON TOWNSHIP
PARKS & RECREATION DEPARTMENT
JOB DESCRIPTION**

CLASS TITLE – LIFEGUARD

Seasonal Part time – No more than 40 hours per week

GENERAL DEFINITION

The employee will be in constant contact with the general public. Assignments are performed in accordance with instructions and established routines. Work is performed under the primary direction of the Swim Club Manager or Assistant Manager.

MAJOR DUTIES & RESPONSIBILITIES

- Present oneself in a professional manner, in uniform at all times.
- Ensure the safety of patrons including accident prevention in the water and on surrounding areas.
- Provide rescue and care of accident victims.
- Respond quickly to all emergency situations in the water or on surrounding areas following Emergency Response Plan.
- Administer any first aid needed by the victim of an accident.
- Comply with and enforce all policies, procedures and regulations set by Northampton Township Parks & Recreation.

SECONDARY DUTIES

- Educate patrons and inform them of the purpose and need for rules and regulations.
- Instruct patrons in pool safety and proper swim strokes.
- Complete pool water testing as directed.
- Complete all chore logs, records and reports as required.
- Maintain general order and appearance of pool complex and equipment.
- Inspect facility and surrounding area to help insure safe and proper conditions and conduct of patrons. Apprise manager of general conditions and need for supplies.
- Assist Swim Club Manager and staff in special events as assigned.
- Assist in unloading and stocking supplies, securing lawn furniture and umbrellas.
- Properly dispose of trash and recyclables.
- Attend all staff meetings and trainings. Perform other support duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Minimum of 16 years of age.
- Ability to relate to staff and patrons.
- Required certifications:
 - Lifeguarding/First Aid/CPR/AED (American Red Cross or equivalent)
- PA Child Abuse Clearance, PA Criminal Background check, FBI Fingerprinting, and Recognizing and Reporting Child Abuse Training
- Ability to establish and maintain effective work relationships with all swim club personnel and the public.
- Ability to understand and interpret written and oral instructions and requests.
- Ability to understand the public and their needs.
- Ability to make decisions and justify the decision if needed.
- Ability to perform basic math using whole numbers, fractions, and decimals.

PHYSICAL & MEDICAL STANDARDS

Ability to meet approved minimal physical and medical standards. Moderate to light lifting may be required.

**Northampton Township Parks and Recreation
2019 Swim Club Applicant
Frequently Asked Questions**

1. How old do you have to be to apply for a Swim Club Position?

To apply for a Lifeguard position, applicants must be at least 15 years old and possess a current Lifeguarding/First Aid/CPR/AED certification. To apply for a reception desk position, candidates must be at least 18 years old and possess excellent computer and customer relations skills as well as a current CPR/First Aid certification.

2. Does applying for a position guarantee me an interview?

No. NTPR receives many more applications than there are positions available. Once applications are reviewed and it is determined which candidates meet certain criteria (such as training, experience, ability to work with others, the extent of availability during the Swim Club season) and based on the number and type of available positions, qualified applicants will be contacted for an interview.

3. Does certification through Northampton Township, prior participation in Swim Team, Township Camps or membership at the Swim Club guarantee me a position?

No. There is no guarantee that a candidate who has participated in our programs in the past will receive a position. If there is a job available that fits the candidate's qualifications and the candidate shows enthusiasm for the position, past participation in our programs may be factored into the decision to hire.

4. When are applications due?

Applications are always accepted and put on file; however, an applicant will have the best chance of receiving an interview if the Parks and Recreation Department has the application on file by March 1st.

5. When do interviews begin?

Interviews usually begin during the month of March; however, for college aged applicants living away from home, with adequate notice, interviews may be scheduled during college break times provided the Swim Club Manager is available. The length of the interview process depends on the number of positions to be filled and the number of candidates. The process should be completed in 4 to 6 weeks. Please note that as part of the hiring process all lifeguard candidates must successfully demonstrate their in-water lifesaving skills.

6. Is an Employment Certificate or Transferable Work Permit (Working Papers) required?

Applicants under the age of 18 who are offered a position with NTPR must obtain an application for Employment Certificate or Transferable Work Permit from their school guidance office. Certificate or Permit **MUST** be returned to NTPR by the Friday before scheduled to begin work.

7. Are there any other employment requirements?

Yes, employment is contingent upon successful background checks as required by the Pennsylvania's Child Protective Services Law. Details will be given during the interview process.

8. What are the 2019 Swim Club Hours of Operation?

Opening Day—Monday, May 27—1pm to 5pm
Early Season—Monday, June 3 to Friday, June 21—4pm to 7pm
(Weather permitting: clear and 70° by 1pm)
Prime Season—Monday, June 24 to Friday, August 16-- noon to 8pm
Late Season—Monday, August 19 to Friday, August 30-- noon to 7pm
(Prime Season Opening Day is determined by Council Rock School District calendar)

The Swim Club is open Monday through Friday ONLY, No Weekend Swimming Please be aware, however, that pool and facility cleaning, Swim Team practice, Swim Meets, Swim Lessons, Aquatic Exercise classes, as well as special events take place prior to and after the operating hours listed above.

9. Aside from the dates the Swim Club is open, are there any other dates I will be required to work?

Yes. There is a **mandatory, pre-season, paid orientation** held that all staff (new and returning) must attend. Once the date is set, all staff will be notified. Lifeguards and substitute Lifeguards will also be required to attend additional **mandatory** skills training sessions. While the Swim Club is open Monday through Friday only, training sessions may be scheduled on weekends or outside regular Swim Club operating hours.

10. What is the Township's vacation policy? May I take time off?

Requests for time off should be limited to 1 week or 5 individual days during the Swim Club season. Days off are unpaid. Requests must be submitted in writing at least two weeks in advance. Once schedules are posted, employees are required to find their own substitute from within the pool staff. All substitutions must be approved by the Pool Manager.

Candidates with extensive vacation or other commitments limiting their availability during the Swim Club season may be considered only for substitute summer positions. Those requiring time off for mandatory sports camps, college orientations and other school related functions (with written verification) will still be considered for regular summer positions. Regular staff can expect to be scheduled every week during the swim club season. Substitute staff will be scheduled only during particularly busy times or to cover the absence of regular staff.

Thank you for your interest in obtaining summer employment with Northampton Township Parks and Recreation!! If you have specific questions, you may contact the Swim Club Manager, Debbie Catoggio at the Parks & Rec office 215-357-6800 extension 211 or by email dcatoggio@nhtwp.org.