Duties and Responsibilities
• Perform all required shift duties, opening and/or closing duties with accuracy and efficiency
• Perform pH, chlorine, alkalinity, and calcium hardness tests for the pool and spa using a test kit
• Use lifeguard training to identify and prevent hazards
• The lifeguard must be able to survey his/her zone of responsibility and properly respond to a drowning victim
• Assist patrons with problems, questions, and concerns
• Be knowledgeable about all CREC programs and be able to answer questions and direct patrons to correct location
• Scan water continuously
• Ensure the safety of all persons using the pool
• Respond to those in distress or requiring assistance, and perform first aid and CPR as needed
• Respond to life threatening emergencies (head, heart, or lungs) for all of Campus Rec
• Consistently enforce all pool policies, rules, and regulations
• Report any unsafe conditions requiring maintenance or attention to Aquatics & Safety Coordinator
• Maintain pool deck, storage, and office areas
• Attend all staff meetings and in-service training sessions
• Work with SBS to fill out accident report forms and other incident documentation
• Open and close pool before and after special events
• Assist with aquatic/safety projects
• Perform other duties as assigned

Expectations
• To maintain any valid certifications that is required of your position.
• Attend all staff trainings, including mandatory monthly paid lifeguard in-service trainings 1 pre-determined Saturday a month
• Maintain professional during all shifts
• Provide outstanding customer service
• Ability to deal with difficult situations well
• Ability to work independently without direct supervision
• Ability to be a leader
• Ability to work with diverse populations
• Provide a safe environment for all patrons
Expectations Continued
- No reading, eating, using a cell phone, or writing while on duty
- To maintain any valid certifications that is required of your position.

Typical Working Hours
Shifts fall between the hours of 5:30a.m.-10:30p.m. Monday-Thursday, 5:30a.m.-9:30p.m. Fridays, 7:30a.m.-6:00p.m. Saturdays, and 10:30a.m.-9:00p.m. Sundays. Expect hours to typically fall in these hours, with few exceptions.

Working Conditions
- Location of work – pool environment, 82 degrees 70% humidity year round.
- Type of work – position requires mostly sitting or standing while holding a guard tube. Some lifting may be required.
- Uniform – staff shirt, swim suit, name tag, whistle, hip pack
- Some swimming required
- Periodic audits testing/refining lifeguarding skills

Minimum Qualifications
- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec’s mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- Ability to use tact, judgment, and courtesy when dealing with patrons
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- Possess current certifications in American Red Cross Lifeguard Training, CPR for the Lifeguard, First Aid and AED (turn in copies with application)
- Maintain physical fitness and all requirements for CREC lifeguards
- Must successfully complete a background check

Preferred Qualifications
- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Demonstrated leadership qualities.
Application Instructions

1. Complete our Campus Rec Application, a resume, and a one-page cover letter describing your interest in the position and any related experience.
   - See http://www.pdx.edu/careers/writing-cover-letters for tips on how to write your cover letter
   - See https://www.pdx.edu/careers/writing-a-resume for tips on how to create a resume.
2. Email application, resume, and cover letter (and any supplemental materials) as PDFs to crecjobs@pdx.edu with the subject line stating "POSITION NAME, last name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant at 503-725-2946 or ckwong@pdx.edu

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Continuous