

# CAMPUS REC

## **Wage Agreement Lifeguard Non-Student Position**

**8 - 30 hours per week • \$15.35/hour**

2-3 Positions Available / Start Date: June 2022

Seasonal Position: June 2022-September 2022

### **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. As well as virtual staff meetings over ZOOM.
- Maintain professional during all shifts
- Maintain Covid safe guidelines
- Provide outstanding customer service

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- 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
- To maintain any valid certifications that is required of your position.

## Typical Working Hours

- Monday-Sunday between 6:30 a.m. to 8 p.m.
- Weekends for In-Service and shifts coverage as needed

## 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
- 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.
- 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
- **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**

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## Preferred Qualifications

- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Demonstrated leadership qualities.
- Experience working as a lifeguard

## 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.
  - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
  - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at [crecjobs@pdx.edu](mailto: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 by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at [ckwong@pdx.edu](mailto: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: June 30, 2022 at 11:49 p.m.**