

2010 SUMMER CONFERENCES**Position Description: Lifeguard****Goal**

To provide the University Courtyard summer conferences program with dedicated and enthusiastic service, assuring that guests have a quality experience on the Fresno State campus. Provide a safe environment for guests at the pool area.

Supervision

Lifeguards are under the direct supervision of the Summer Conferences Coordinator.

Qualifications

Completion of a minimum of 15 units at a University or Community College.

Demonstrated leadership ability.

Strong communications skills.

Two recommendations (business/professional)

18 years or older

Current CPR/Lifeguard Certification (by May 7, 2010)*

Good disciplinary and financial standing (University Courtyard and the University)

* University Courtyard will reimburse Lifeguard for course fees; contingent upon successful completion of course.

Expectations

- Availability to work all shifts and days as scheduled (average 30 hours per week). Pool hours are Mon-Sun, noon-8:00pm.
- Work cooperatively as a part of the summer conferences team.
- Attend all training sessions and workshops arranged for summer staff May 8th and May 24th – June 1ST (times to be announced).
- Commitment to the summer conferences program from May 24– August 14, 2010. (Move-in by: May 24th, 8:00am)
- Engage in formal/informal pleasant interaction, and act as a resource person for conference guests regarding information about the Fresno State campus and Fresno community
- Live in residence suites as assigned- provided as part of compensation package.
- Demonstrate exceptional interpersonal and communication skills.
- Be able to provide prompt customer service to conference guests.
- Be responsible, flexible, able to take initiative, ability to problem solve and accept challenges.
- Work independently, sometimes under pressure.
- Arrive on time and work all scheduled shifts.
- Wear correct dress code and name tag while on duty and when checking summer conference guests in and out. (Provide own red swimsuit and shorts.)
- Uphold and follow California State University, Fresno Association Inc. policies as stated in the University Courtyard Student Handbook with established modifications for summer conference guests.
- Fulfill responsibilities of the position description and stated job expectations of supervisors.
- Be able to work outdoors during warm weather.
- Successfully complete CPR/Lifeguard course by May 7, 2010. Reimbursement of course fees contingent upon successful certification.
- Assist with opening and closing of halls for summer operation including placement/removal of blankets and mattress pads in every room and compiling Room Condition Reports.

Responsibilities

- Work closely with the University Courtyard Public Safety Assistants to ensure safety of Summer Conference guests.
- Post and regularly update pertinent information at pool (Examples: policies, hours, reservations etc.)
- Be familiar and assist with University Courtyard emergency procedures (EARS), pool safety and emergency procedures, sleep in room provided at University Courtyard every night except on scheduled days off (average 1-2 day per week) and be available for emergency calls related to injuries, health, weather, fire, and campus security (training provided).
- Assume duties and responsibilities as requested by the Summer Conference Coordinator.
- During lifeguard shifts: monitor pool area, enforce rules, work with all age groups and a variety of diverse summer programs; including mentally and physically challenged adults once a week with the Fresno County Office of Education program.
- If needed, check guests in and out of residence halls. Carry luggage for guests when requested.

Compensation (Approximately 30 hours/week from May 24 - August 14, 2010)**Room and Board:**

- Large single bedroom within a 2 bedroom suite as assigned.
- 21 meal plan at University Dining Hall (during days and hours of operation).
- Utilities paid, free basic cable hook-up and service
- Use of Fitness Center, Outdoor Pool, and Computer Lab during open hours.

Stipend:

- New Lifeguards: Approximately \$2100 earned over the summer if no shifts are missed.
- Returning Lifeguards: Approximately \$2300 earned over the summer if no shifts are missed.
- Payroll disbursement dates: June 7, June 22, July 7, July 22, August 7, August 22

Note:

Due to the duties and irregular shift assignments, Summer Conference Lifeguards must receive advance permission from the Summer Conference Coordinator to hold another job, enroll in Summer Session courses or live off-campus. Other jobs and/or summer session courses must NOT interfere with the Summer Conference Lifeguard position responsibilities. If you live on campus already, a room will be provided for you to stay in or store your belongings between check out for the academic year and check in for the summer conference season.

**Completed application and recommendations must be completed by
Friday, March 26th at 5:00pm.**

LIFEGUARD APPLICATION - SUMMER 2010

Application Deadline: Friday, March 26th at 5:00pm

Employment Dates: May 8th and May 24th - August 14th, 2010

Print or type information:

Name: _____ **Fresno State ID#:** _____

Local Address:

_____ Street Address (off-campus residents) _____ or Hall /Room (on-campus residents)

_____ City _____ State _____ Zip Code _____ Phone Number w/Area Code

Fresno State E-Mail Address: _____

Permanent Address:

_____ Street Address

_____ City _____ State _____ Zip Code _____ Phone Number w/Area Code

Major: _____ **Units Completed as of Dec. 2009:** _____ **Cumulative GPA:** _____

Degree you are working towards: _____ **Career Objective:** _____

Class Level as of Dec. 2009: Freshman Sophomore Junior Senior Graduate/Postbac

1. Are you in good standing (financial and disciplinary) with the

a) University yes no

b) University Courtyard yes no

2. List CPR/Lifeguard certification and expiration date. OR check below

I understand that reimbursal for the CPR/Lifeguarding course is contingent upon successful certification. I also understand that my continued employment is contingent upon successful certification by May 7, 2010.

Yes No

3. Have you ever been employed at University Courtyard? (check response) Yes No

If yes, list the position(s) held and date(s) of employment:

4. Briefly describe any customer service experience you have provided in a volunteer or paid position

5. List other previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

Dates Employed

Company or Organization Name

Your duties and responsibilities

6. Specifically describe any lifeguard and/or safety experience you have had in a volunteer or paid position.

7. What qualities or skills do you have that makes you the best candidate for this position?

8. Do you have any commitments during Summer 2010 that would deter you from full-time work obligations with irregular hours and split shifts from May 24th - August 14th?

Yes No

If yes, list the --

Commitment(s)

Date(s)

Time(s)

List the names of two references that will be submitting Recommendation Forms on your behalf. If you live on-campus, one should be an RD, ARD or RA. The other can be an employer, professor, or leader of a volunteer organization for which you have performed volunteer service. Recommendations are due by March 26th at 5:00pm. *Recommendations will be held confidential and will not be available for the applicant or third parties to review.*

1 Name: _____

Phone: (____) _____

Occupation & Title: _____

2 Name: _____

Phone: (____) _____

Occupation & Title: _____

**Return the completed *application to the Atrium Customer Service Desk*
*Attention: Alexis Rau***

Applicant Signature _____ **Date** _____

Application and recommendations must be received by Friday, March 26th at 5:00pm