

2012 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 Conference Coordinator.

Qualifications

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

Demonstrated leadership ability.

Strong communications skills.

Two recommendations (encouraged but not required)

18 years or older

Current CPR/Lifeguard Certification (by May 1, 2012)*

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 (times to be announced).
- Commitment to the summer conferences program from May 20– August 11, 2012. (Move-in by: May 20th, 12pm)
- 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 1, 2012. 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.

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 days 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
- If needed, assist in checking guests in and out of residence halls.

Compensation (Approximately 30 hours/week from May 20 - August 11, 2012)**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 submitted by
Friday, March 16th at 5:00pm.**