

Lifeguard Coordinator

Summary: The Madeira Camps Lifeguard Coordinator's primary role is to assist the Director of Aquatics and Director of Summer Programs in supervising the pool area and assuring that campers have a safe, positive experience at the pool. They will assist other lifeguards by sharing their knowledge of policy and procedure and acting as a scheduled lifeguard as needed. The Lifeguard Coordinator will also be responsible for managing lifeguard schedules and swim lesson logistics.

Commitment: This is a seasonal, summer position. Candidates must be available for all 9 weeks of camp and 1 week of staff training.

Minimum Requirements: High school completion (or equivalent experience) required. Experience in an aquatic environment required. Candidates must have an active lifeguard certification or the ability to obtain one prior to the start of camp. The Madeira School offers a lifeguarding course for all hired lifeguards. This position is exempt and may work more than 40 hours a week.

Reports To: Director of Aquatics, Assistant Camp Director, Director of Summer Programs, Assistant Director of Summer Programs

Specific Responsibilities:

- Leads swim testing for all campers; evaluates and places swimmers to appropriate levels.
- Monitors the work of the lifeguards and reports any concerns to the Director of Aquatics.
- Schedules lifeguards for complete coverage of aquatics activities.
- Serves as first level contact responding and documenting incidents, which may occur when other lifeguards need assistance.
- Maintains a safe environment by lifeguarding the pool and/or waterfront according to Red Cross safety standards as needed.
- Performs daily maintenance and cleaning of pool deck, locker rooms, and surrounding areas.
- Manages and maintains camp lost and found.
- Participates enthusiastically in and provides support for all camp activities when able.
- Participates in routine in-service training throughout the season.
- Manages swim lesson logistics, including transporting campers to and from the pool and documenting swim lesson attendance/make up sessions with the WeAquatics staff.

Other Duties:

- Attends staff training and clean-up days.
- Maintains Lifeguarding, CPR/AED, and First Aid training certifications.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.