



# Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | [oregonjcc.org](http://oregonjcc.org)

## Job Announcement

Job Title: Weekend Head Guard

**PROJECTED START DATE:** Begin training upon hire; full schedule begins early fall.

**WAGE:** \$15.25-\$16.25/hr

**SCHEDULE:** Sat/Sun 7:45 am – 4:00 pm. May add additional weekday hours as a lifeguard/instructor, not to exceed 29.5 hrs/wk total.

### Join our fun aquatics team!

TO APPLY: Apply online at our website: [www.oregonjcc.org](http://www.oregonjcc.org) (select “About Us,” then select “Employment”). Applications may also be obtained at Mittleman Jewish Community Center

ABOUT US: The MJCC has been serving families in the Portland area for over 100 years. Our facilities include a full-size gymnasium with basketball courts and a rock climbing wall, an indoor soccer field that can be utilized for a variety of field games, and an area that can be used for gymnastics or volleyball. The MJCC offers a robust aquatics program including swim lessons, private lessons, water fitness classes, lap swim, and youth swim team.

The MJCC is open to everyone!

**JOB SUMMARY:** The Weekend Head Guard is responsible for pool + staff supervision, problem-solving, and providing assistance to the Aquatics Program Manager (APM) in ensuring the smooth operation of the MJCC pools. This position may act as a liaison between the APM and subordinate staff, and serves as “person in charge” in the absence of higher management. The Head Guard may be called upon to respond to building emergencies in the absence of management staff. This position will also perform regular lifeguard, teaching, and maintenance duties, as directed. In the Lifeguard capacity, the Head Guard is responsible for guarding in the MJCC 25-yard Main Pool and Warm Water Pool. This position ensures safety by enforcing all rules, regulations, and policies. All Lifeguards are responsible to rescue or aid in rescuing any swimmer who is in need of help and to administer first aid as necessary. The Lifeguard staff act as the primary responders for the entire MJCC campus.

**ESSENTIAL DUTIES:** (These examples represent the essential functions of the position. They are not, however, inclusive of all duties the position may perform.)

1. Perform regular lifeguard and/or teaching duties. The Weekend Head Guard should expect to be on deck guarding or teaching during all of their shifts.
2. Effectively communicate with and delegate responsibilities to subordinate staff. Must be able to effectively communicate in both in writing and orally with a variety of personality types and personal learning styles.
3. Consistently and effectively enforce pool rules and policies for both staff and members. Work with the Assistant Aquatics Manager or APM for ongoing issues. Assist in delivering disciplinary notes and action to staff.
2. Provide exceptional guest service by communicating directly with members regarding policies, schedules, offerings, and any other pertinent information.
4. Maintain visual and auditory contact with pool users at all times while lifeguarding. In emergency situations, intervene quickly and decisively in accordance with American Red Cross standards and MJCC policy.

5. Conduct hourly water chemical checks; document results; make chemical adjustments as directed. Ensure that the pool deck is orderly, clean, and free from hazards.
6. Attend and assist with monthly inservices, usually on the second Sunday of the month after the facility closes.
7. Occasional administrative duties as assigned by APM.

#### QUALIFICATIONS:

##### Required:

- Current American Red Cross Lifeguarding certification
- At least one year of lifeguard experience
- At least three months of supervisory experience

##### Preferred (at least one of the following is required to be considered for the higher end of the wage scale):

- Current American Red Cross Lifeguard Instructor certification
- Experience teaching swim lessons
- Experience teaching aquatic group exercise classes

Knowledge: Demonstrable knowledge of rescue techniques, rescue equipment, safety, CPR and first aid, as applicable to pool emergencies. Knowledge of MJCC emergency procedures. General knowledge of pool operations. General knowledge of MJCC programs, schedules, and policies.

Skill: Skill in the use of rescue and emergency equipment. Skill in the use of ADA pool accessibility lifts. Skill in the use of water chemical testing supplies. Skill using computer programs (Microsoft Office, etc.)

Ability: Ability to be punctual and work a flexible schedule as needed; ability to remain alert and watchful through entire shift; ability to effectively and consistently enforce MJCC rules and policies as well as all applicable state regulations; ability to project a positive, professional image; ability to provide excellent guest service; ability to communicate effectively with others, both orally and in writing; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to work effectively with co-workers in a diverse workforce; ability to respond appropriately to questions/concerns from the public; ability to work independently and make decisions within scope of position.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: Duties are performed in a warm, humid pool environment that can be noisy and filled with people. Duties require strong ability to remain alert and watchful. Duties require the ability to swim and move quickly and decisively in emergency situations, this includes a full range of motion, and normal-range acuity in vision and hearing. Ability to speak clearly and loudly is also required. Duties require the ability to push, pull, lift, or drag up to 50 lbs. (or more, in the case of a pool rescue), either individually or with assistance.

MJCC IS AN EQUAL OPPORTUNITY EMPLOYER