

Department: Retreat Ministries

Reports to: Supervisor of Retreat Ministries

Overview: Keep guests safe at the outdoor pool for Liebenzell Retreat Ministries, a Christian retreat and conference center. This position is for 3 days a week, for a total of 18 hours a week, beginning on Memorial Day and ending on Labor Day. Birthday parties and special events may also be booked on weekdays or weekends, depending on your availability.

Relationships with other departments

- Works as a team with the Retreat Ministries (RM) staff
- Assists the communications department for any promotions related to the pool
- Keeps up to date on certification and turns in documents to Human Resources for the employee file
- Presents self properly to treat staff and guests courteously and represents consistently the love of Jesus Christ

Duties

- Stays in the pool area (not in the pool house) while the pool is open
- Operates the pool in accordance with the pool rules and any additional safety guidelines given
- Removes anyone from the pool area that causes serious behavior problems
- Calls on the Retreat Ministries Supervisor (RM Supervisor) when any assistance is needed
- Refuses to take part in any activity which would distract from watching the guests, including reading, cell phone use, talking to guests, friends, or other staff for extended periods
- Always asks and tests the ability of those entering the pool to determine if it is safe for them to swim
- Performs test of freestyle stroke in the shallow end of the pool and if the guest fails, then restricts them to the shallow end and keeps a constant watch on them
- Makes sure all guests shower before entering pool (no exceptions)
- Keeps the pool office and records neat and orderly
- Always is familiar and ready with emergency procedures to perform them at any time

Routine

- Before shift:
 - Clean and disinfect bathrooms
 - Empty skimmers and remove floating debris with net
 - Test pool water and record findings (contact Retreat Maintenance Supervisor if not normal)
 - Make sure deck area is clean and free from hazards
 - Set up life-saving equipment before guests arrive
 - Greet guests upon arrival and assess ability of each one to swim (see above)

- During shift:
 - Every two hours clear the pool of guests, perform basic water test, and record findings
 - Make sure everything necessary is at hand: personal water, sunglasses, lotion, and cell phone for emergency calls
 - May take a break every two hours of the shift for fifteen minutes if RM Supervisor or another supervisor can substitute briefly
- After the end of shift:
 - Put away all toys and equipment
 - Make sure the restrooms are clean and throw away garbage
 - Organize the deck and patio area so that chairs are arranged in a neat and orderly fashion
 - Lock all doors and gates upon leaving and return the keys to the retreat center kitchen

Job Qualifications

- Be at least 16 years of age and possess a valid Red Cross certificate as Lifeguard
- If under 18 years of age, possess valid NJ working papers (NJ Form A-300, available online)
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position
- English language fluency and ability in writing with style
- Proven professional skills, evidence of good judgment, results-driven
- High organizational commitment and professionalism
- Creative, innovative, and intuitive
- Able to establish and accomplish self-directed goals and objectives
- Must have personal vehicle or arrange their own transportation to the pool

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and feet to swim, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision, and peripheral vision.
- The noise level in the work environment regularly varies from moderate to loud.