



## JOB DESCRIPTION

JOB  
TITLE: Aquatic Supervisor / Lifeguard      DATE: February 2016

PROGRAM /  
DEPT: Lake Louise Christian Community      **REPORTS TO:** Executive Director

DIVISION: Program Operations      **SUPERVISOR OR MANAGER?:** No

STATUS: Seasonal      **FLSA STATUS:** Exempt

### PROGRAM & POSITION SUMMARY

Lake Louise Christian Community, Camp and Retreat Center offers residential Christian camping adventures to children, youth, adults and families year round. Lake Louise Christian Community (LLCC) is a sanctuary empowering personal growth, faith, and knowledge within a community. The mission of LLCC is to offer an environment and provide leadership for opportunities promoting healthy relationships, personal wholeness and spiritual well-being.

The Aquatic Director / Lifeguard, under the direct supervision of the Executive Director, is responsible for the safe operations of all aquatic programs and activities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Model Christian faith to all persons with whom they encounter and interact with while on duty at LLCC.
- Follow all health and safety standards as set forth by the Michigan State Department of Public Health and Safety, the Michigan Department of Consumer and Industry Services, OSHA, and the American Camp Association.
- Provide and enforce the established safety standards and regulations of the Aquatics program.
- Provide professional lifeguarding services during the general swim and kayaking activities.
- Responsible for the care and upkeep of all waterfront supplies and equipment. Provide daily safety inspections of the waterfront and equipment.
- Ensure proper utilization, care and maintenance of camp equipment and report any needed repairs to the Operations Director or the Executive Director.
- Responsible for managing the water safety drills, lost camper drills and "Buddy System" associated with the waterfront.
- Oversee and provide the required swim tests for each camp session to determine the campers' swimming abilities.
- Immediately intervene and report any situation that might jeopardize the health and safety of LLCC campers, volunteers and / or staff.
- Work with the Program Director, Summer Camp Staff and Camp Deans in establishing the week's aquatics schedule.
- Maintain the 1:25 Lifeguard to camper ratio at the waterfront.
- To train and assign the required Aquatic Lookouts at the 1:25 Lookout to camper ratio for each Aquatic activity.

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Education & Experience:**

- Must be at least 21 years old and a High School Graduate or equivalency.
- Must hold current certifications in ARC Lifeguard, CPR and First Aid or an through an equivalent provider.
- Prior Lifeguarding experience required.
- Preferred experience in providing direct customer service.

### **Knowledge, Skills & Abilities:**

- Motivated self-starter who is outgoing, flexible and able to manage multiple projects efficiently.
- Ability to work both collaboratively and independently.
- Ability to establish and provide effective leadership in regards to all waterfront activities.
- Responsive to direct supervision with an eagerness to learn through "on the job training" opportunities.
- Ability to work at multiple tasks while maintaining attention to detail.
- Available to work flexible hours and days including weekends.
- Ability to communicate effectively with a variety of people in a variety of situations including the direct supervisor, coworkers, staff and guests.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

### **Clearances Required Prior to the First Day of Employment:**

Background	TB Screening -	First Aid/CPR
Check: <b>Required</b>	Negative Tuberculosis Test: <b>N/A</b>	Certificate: <b>Required</b>

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent lifting, pushing, and pulling.
- Frequent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Driving is not required for this position.

If driving a car is required for the position, incumbent must have a valid Michigan driver's license and be able to provide proof of DMV record and personal insurance (if required.)

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is located on the property of a large residential children's camp and ministry.
- The worker is subject to noise: Noise level in work environment can be moderate to excessive.
- The work environment includes contact with many children, who may be loud and at times behaviorally challenged.
- The work environment will include children ages 7-17 years old and adults.
- The work environment is located in an outdoor rustic environment of forests and lake and in a close-quartered community setting.
- Daily exposure to the sun, heat and wild animals such as bugs, snakes, raccoons, etc.
- The worker frequently uses tools and equipment associated to the maintenance and upkeep of the LLCC Aquatic facilities.
- The worker is subject to outside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

*LAKE LOUISE CHRISTIAN COMMUNITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.*

To Apply for the Position: Applicants should send a cover letter addressing their qualifications and a resume outlining their work and volunteer experiences. Send both items to:

Lake Louise Christian Community  
11037 Thumb Lake Road  
Boyne Falls, MI 49713  
ATTN: Operations Director

Fax: 231-549-2729 and email [opdirector@lakelouisecommunity.org](mailto:opdirector@lakelouisecommunity.org) also accepted.