

Lutherhaven Ministries

Lifeguard Support Staff Job Description



Job Title: Lifeguard Support Staff
Classification: Seasonal Exempt from Overtime
Reports to: Summer Program Director and Waterfront Director

Position Purpose:

To further the mission of the camp by providing supervision and ensuring a safe environment at the camp's waterfront activities. Assist in the management of the physical operation of the waterfront facilities and equipment. Assist in other general support staff tasks and activities when not at the waterfront.

Essential Job Functions:

1. Supervise and guard all waterfront activities
 - Provide surveillance during aquatic activities to help prevent and to manage injuries as per Lutherhaven Ministries Waterfront Policies.
 - Provide rescues as needed.
 - Utilize first aid and CPR and other emergency management services as needed.
 - Understand and implement appropriate response to changes in water conditions or weather conditions affecting the waterfront.
 - Evaluate aquatics abilities of campers and staff.
2. Assist waterfront instructional staff in program areas such as swimming and boating
 - Ensure campers and staff follow safety procedures while in their program activity.
 - Act as reference in waterfront activities.
 - Assist in the delivery and supervision of all water activities and special events at the waterfront.
3. Assist in the management and care of the physical facilities and equipment in the waterfront program area
 - Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - Clean waterfront area daily keeping it free of hazards and debris.
4. Assist in various support staff duties including program assistance, kitchen duties, trading post, cleaning assignments, and assisting in cabins as assigned when not at the waterfront.

Other Job Duties:

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Participate as a member of the camp staff team to deliver evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events on or near the waterfront.
- May be asked at times to step into a camp counseling role.
- Provide supervision on overnight canoe trips to Mica Bay State Park
- Responsible for daily camp cleaning assignments as assigned
- Serve 3 weekends during the summer, as scheduled with the Summer Program Director

Relationships:

Lifeguards have regular and varied communication with other staff, guests and volunteers. Lifeguards can find themselves under the leadership and direction of various Lutherhaven Ministries Full Time Staff, Program Directors, the Food Service Manager, Assistant Cooks, and Area Specialist. While serving in each of these camp areas, Lifeguard Support Staff will respect the direction, guidance, and assignments given from each area supervisor. Lifeguards often have direct relationships with the counseling staff and may actually serve as a counselor with a camper group at times. The health care

and emergency plan outlines the relationship between the health care staff and the waterfront staff for emergency management and care.

Equipment Used:

Camp Lutherhaven's waterfront is an open water guard setting. Lake Coeur d'Alene is a navigable lake. The deepest part of the waterfront is over 60 feet deep. Lifeguard Support Staff are responsible for a Jungle Joe water-toy, water trampoline, inflatable Rock-It, waterslide, diving board, non-motorized Voyageur and traditional canoes, individual floating inner-tubes and more. While Lutherhaven maintains both motorized ski and sail-boats, these are typically not the responsibility of Lutherhaven Support Staff and are to be used only by authorized personnel as per the Waterfront Policies.

Qualifications: *(Minimum qualifications and experience as per Lutherhaven Waterfront Manual)*

- Current certification in American Red Cross Lifeguarding.
- Current certification in First Aid for the Professional Rescuer, CPR and AED.
- Affirm Lutheran Christian values and strongly support the goals of Lutherhaven Ministries.
- Must complete a voluntary disclosure statement, submit to criminal background checks, provide personal references, and agree to abide by all Lutherhaven Ministries policies.

Knowledge Skills and Abilities:

- Training and experience in waterfront activities that are offered at the camp.
- Desire and ability to work with children outdoors in the water.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (various age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to lift and carry up to 50lbs. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Physical ability to withstand prolonged periods of standing, sitting, some bending, walking up to ¼ to ½ mile or more up or down hill, hiking, climbing, running, swimming and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate waterfront equipment and waterfront activities.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available. With daily exposure to the sun, rain, varying water conditions and air temperatures from below freezing to above 100 degrees and exposure to animals such as bugs, snakes, bats, deer, etc.