

**Sheridan Beach Community Club**  
**Job Description – Lifeguard and Swim Instructor**  
2010

Ensure pool & facility meet all Health Department codes.

Enforce all pool and club rules.

Manage staff and handle personnel issues.

Train staff, establish and monitor staffing plan and establish procedures for personnel reviews.

Develop and oversee monthly in-service training programs for staff to promote safety.

Ensure that facility (beach, dock, cabana, sport court, play toys, pool and poolhouse) is maintained throughout the season to a high standard of cleanliness (note: SBCC Beach Chair is responsible for mowing and sprinklers).

Review and update all procedural practices and manuals (emergency procedures, chemical checks, cleaning check-lists, opening & closing procedures, check-in procedures, supply ordering, store purchases & sales, etc.).

Coordinate & provide oversight for the following SBCC events: 4<sup>th</sup> of July, Kids Overnight, Camp Sheridan, and Ice Cream Social (Head Guards and volunteers assist with planning & execution).

Develop working relationship with Club Treasurer to establish cash flow, budget and payroll procedures.

Report all income and expenses (including wages) to Club Treasurer and operate within the pool budget.

Maintain (with Business Manager) pool office including store merchandise and pricing.

Recommend membership policy changes and/or pool & club rule changes as may be fit.

Establish an effective working relationship with swim team coaches & managers, water polo coaches and other program coordinators.

Provide Pool Committee with post-season review – summary of staff evaluations & recommendations, and maintenance & facility recommendations.

Ensure that facility is closed-up properly on Closing Day.