

CAMPUS REC

Lifeguard

5-20 Hours/Week • \$16.96/Hour

Start Date: ongoing

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

A part-time position with Campus Recreation, lifeguards report to the Aquatics & Safety Coordinator. A lifeguard is responsible for the safety of all members in the pool area and campus recreation area.

Supervisor for this Position: Leslee Peterson, lesleep@pdx.edu

Duties and Responsibilities

- Perform all required shift duties, opening and/or closing duties with accuracy and efficiency
- Perform pH, chlorine, alkalinity, and calcium hardness tests for the pool and spa using provided test kit and instructions
- Use lifeguard training to identify and prevent hazards
- Must be able to scan entire aquatics facility properly and respond to a drowning victim
- Assist patrons with problems, questions, and concerns
- Be knowledgeable about all CREC programs and be able to answer questions and direct patrons to correct locations
- Scan Water continuously
- Ensure the safety of all persons using the pool
- Respond to Campus Rec building wide life-threatening emergencies during a CODE RED and perform first-aid, CPR, AED as needed
- Consistently enforce all pool policies, rules, and regulations
- Report any unsafe conditions requiring maintenance or attention to Aquatics & Safety Coordinator
- Maintain pool deck, storage, and office areas
- Attend all staff meetings and in-service training sessions
- Work with SBS to fill out accident report forms and other incident documentation
- Open and close pool
- Assist with aquatic/safety projects

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- Perform other duties as assigned

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- To maintain any valid certifications that are required of your position.
- Attend annual ALL STAFF training, including mandatory monthly paid lifeguard in-service trainings 1 predetermined day EVERY month
- Ability to work without direct supervision
- No cell phone, laptop, or tablet usage while on duty
- Ability to work with diverse populations
- Provide a safe environment for all patrons
- Be able to work 5:00am opening shifts, 10:30pm closing shifts, and weekends
- Ability to deal with difficult situations well
- Maintain professional during all shifts

Working Conditions

- Typical Working Hours: Shifts fall between the hours of 5:00am-10:00pm Monday - Sunday.
- Location of Work: Pool environment, 82 degrees, 70% humidity year round
- Type of Work: Position requires mostly sitting or standing while holding a guard tube. Some lifting may be required. Entering the water to do a rescue may occur on any shift
- Attire: Campus Rec staff shirt, swimsuit, nametag, whistle, hip pack
- Periodic audits/testing/refining lifeguarding skills

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people

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- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- American Red Cross First Aid/CPR/AED, certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- For this position applicants must already have or be in the process of obtaining an American Red Cross Lifeguard certification as well as obtain BBP and O2 certifications within 30 days of hire.
- **Must successfully complete a background check**

Preferred Qualifications

- Experience working with diverse populations
- Strong interpersonal and communication skills
- Demonstrated positive customer service
- Demonstrated leadership qualities

Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu, and the Aquatics email at aquatics@pdx.edu, with the subject line stating "Lifeguard, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

Performance reviews and evaluations are given 6 months for student employees and annually thereafter. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are

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not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Continuous