

Girl Scouts of Southeastern Michigan

Position Description

Position Title: CAMP---Lifeguard

Position Reports To: CAMP—Assistant Camp Director

Location: Camp Hawthorn Hollow

May 22-September 2, 2025

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

POSITION SUMMARY:

To organize and supervise camp aquatic activities in a manner consistent with State of Michigan Licensing Rules, GSUSA Guidelines, and GSSEM Safety Activity Checkpoints.

KEY RESPONSIBILITIES:

- To incorporate opportunities for teaching courage, confidence, and character during daily interaction with campers and staff.
- To become familiar with age groups served and to organize and administer activities at the pool for each age level.
- To establish and enforce pool procedures in accordance with all applicable guidelines.
- To tie in the curriculum of activities to enable participants to earn age appropriate levels of Girl Scout recognitions, when applicable.
- To integrate aquatic activities or programs for special morning and evening events.
- To take responsibility for all aquatic equipment by the proper use, cleanliness, and storage.
- To maintain a clean and healthy pool environment by ensuring that environments where campers participate in aquatics are clean, free of hazards, and bathrooms are sanitized daily.
- To take responsibility for accurate record keeping as required by the American Red Cross and State of Michigan records as related to training staff and teaching campers.
- To ensure that all equipment is inspected for safety on a daily basis and requests for repair or replacement are directed to the Assistant Camp Director promptly.
- To maintain a properly equipped first aid kit at all times.
- Lead or assist with other programming as needed.
- To reside in a lodge and provide support for cabin groups as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be at least 16 years of age and have successfully completed and hold current certification as a Lifeguard from a nationally recognized organization and CPR for the Professional Rescuer or equivalent or willing to obtain certification during training.
- Must be able to take immediate action during emergency situations in a calm and competent manner and to accept guidance and direction.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Be able to evaluate swimming skills at all levels, and supervise campers.
- Good judgement in anticipating and preventing accidents.
- Previous experience in a management or supervisory position.
- Experience in teaching youth activities is required.
- Knowledge of safety practices as applicable.
- Must be ready and able to communicate well with campers and staff and be flexible about programming options.

ESSENTIAL REQUIREMENTS:

- Become a registered member of Girl Scouts of the USA.
- Hold the minimum certification of Lifeguard Shallow Water, First Aid, and CPR for the Professional Rescuer.
- **EQUIPMENT USED:** Lifesaving equipment, buddy boards, pool vacuum, pool equipment, and standard cleaning equipment.
- **PHYSICAL ACTIVITIES/DEMANDS:** Ability to walk, stand, and sit for long periods of time during pool sessions while being engaged. Ability to lift a minimum of 50 pounds in and out of the water.
- **WORK CONDITIONS:** Activities occur both in an indoor and outdoor environment.

The above accountabilities are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all accountabilities, duties and skills required of personnel as classified. Management reserves the right to add, modify, change and rescind work assignments as needed.

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A United Way Agency

I have read my job description and understand the job requirements.

Employee Signature

Date