

# MIRAMONT



## Lifeguard / Swim Instructor

### JOB SUMMARY

Lifeguards/Swim Instructors are responsible for, but not limited to, guarding their area of responsibility; responding to any level of incident around the entire facility, enforcing our rules fairly and politely; checking and maintaining pool chemicals, being responsive to member and guest requests; ensuring member safety; being patient and enthusiastic while teaching and holding productive lessons; maintaining communication and relationships with members and their guests.

\*Eligible to receive BONUS at the end of the season!\*

### ESSENTIAL JOB FUNCTIONS

- Enforces Club rules of safety and conduct.
- Rescue swimmers in danger of drowning.
- Supervises and observes swimmers at all times to ensure their safety.
- Maintain constant surveillance and visually scan assigned area of responsibility every 10 seconds. Walk the area to monitor activities, provide instructions, and prevent accidents.



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## ESSENTIAL JOB FUNCTIONS -continued

- Assists in rendering First Aid according to the standards established by the American Red Cross and American Heart Association.
- Respond to all illness and injury incidents around the entire pool facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR, and others until the arrival of emergency medical services.
- Provide general information on pool operations to members. Caution swimmers regarding unsafe practices and safety hazards, enforce pool rules and regulations.
- Registers members at the pool and charges for all guests, lessons, etc. accordingly.
- Maintains a clean, safe and orderly pool, deck, aquatics office, and locker rooms.
- Inspects facilities regularly and report any unsafe conditions/equipment to supervisor immediately.
- Performs pool chemical checks at designated times and keeps accurate records of pool usage, chemical levels, pool closures, etc.
- Attends and participates in all Mandatory Staff Meetings and Trainings.
- Promotes Aquatic Programming.
- Holds productive and engaging swim lessons.
- Keeps accurate and timely records of all lessons taught, purchased and scheduled.
- Maintains open communication with members and/or member's family about the progression of the lessons and future goals.
- Communicates openly and regularly with supervisor and team members.
- Works together as a team with other Aquatics Staff and other departments.
- Performs a high level of customer service and ensures a positive member experience.
- Maintains a professional appearance and demeanor, including abiding by uniform requirements.
- Keeps accurate and timely records of all lessons taught, purchased and scheduled.
- Represents the Club in activities as required.
- Maintains and keeps all necessary records concerning pool attendance, pool chemicals, accident reports, problem-member reports, lifeguard and instructor schedules, etc.
- Conducts pool opening and closing duties as needed.
- Assists with proper procedure regarding pool area lost and found articles.
- Assists with proper cleaning procedure regarding pool area, including locker/changing rooms.
- Maintains presence during special pool events.
- Performs with a high level of customer service to ensure a positive customer experience.
- Maintains a professional appearance and demeanor, including abiding by uniform requirements.
- Performs other appropriate tasks assigned by the Pool Manager, Lead Lifeguard and/or Management.



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## JOB QUALIFICATIONS

- Good attitude and highly motivated self-starter.
- High School diploma or equivalent.
- American Red Cross Lifeguarding certification.
- American Red Cross First Aid certification.
- American Red Cross CPR/AED for the Professional Lifeguard certification.
- Pre-employment/Employment testing of lifeguarding skills and knowledge (including but not limited to: swim 300 yards non-stop, ability to tread water for 2 minutes without hands, back-boarding skills, swim 20 yards – pick up 10 lb brick off bottom and swim it back within 1 minute and 40 seconds, lifeguard written test, etc).
- Experience as Lifeguard preferred.
- Experience in teaching swim lessons preferred.
- Extremely strong communication skills using spoken and written words in a professional manner to members, guests and staff.
- Must be able to handle stress in a healthy and professional manner.
- Must be able to complete tasks in an accurate and timely manner.
- Has the ability to learn new technologies as necessary.
- Knowledge of and ability to perform required role during emergency situations.
- Ability to keep information confidential and operate with honesty and integrity.

## PHYSICAL REQUIREMENTS

- Must be able to stand; walk; bend; and use hands to finger, handle or feel.
- Must be able to reach with hands and arms; talk and hear.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Must be able to sit for prolonged periods of time.
- Must be able to work in a busy, noisy environment.
- Must be able to handle outdoor working conditions which may be cold, hot, humid, wet/slippery.
- Must be able to tolerate the smell of chlorine and frequent exposure to cleaning agents.
- Must be able to meet and perform the physical requirements and to work effectively in an environment, which is typical of this position.
- Must be able to frequently lift, bend, climb, stoop and pull.
- Must be able to continuously stand, sit and walk.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This job description is an outline of job requirements and may not include all job functions that will be required by Miramont County Club. This description is subject to change without notice.

## HOW TO APPLY

Email your completed application to [mcglothlin@miramont.cc](mailto:mcglothlin@miramont.cc).



## Mission and Vision Statements

**VISION STATEMENT:** We create a home-away-from-home by maintaining a culture of integrity, excellence, gratitude and respect.

**MISSION STATEMENT:** We are committed to being an extraordinary, family-focused Club that consistently provides genuine hospitality, memorable events and superior facilities.

## Core Values

These values apply to Members, guests and team, preserving Miramont's culture of integrity, excellence, gratitude and mutual respect:

- **Family-focused:** We treat each other, Members and guests as family.
- **Affirmative environment:** We strive to make the answer "YES."
- **Welcoming:** We communicate first, displaying authentic hospitality.
- **Commitment to growth:** We continually evolve ourselves and our Club.
- **Professionalism:** We are professional in everything we do.
- **Ownership:** We take ownership of our actions.
- **Safety:** We are committed to safety.



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## APPLICATION FOR EMPLOYMENT

We are pleased that you are interested in applying for a position with our Company. This Company does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; or on the basis of age against persons 40 and over, or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the Company makes no commitment of employment to the applicant. This application will remain active for 45 days.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

The "at will" provision cannot be modified in any manner, either expressly or impliedly, except in written form signed by the Company's chairman or president and by you.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### BASIC INFORMATION:

Name: \_\_\_\_\_  
  First  Middle  Last

Address: \_\_\_\_\_  
  Street  City  State  Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Are you at least 18 years of age?  Yes  No

Full-time  Part-time  Summer  Other      If part-time, hours available: \_\_\_\_\_

Salary requirement: \_\_\_\_\_ Date available: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Do you have any friends or relatives working here?  Yes  No

If yes, please list their name/s and your relationship/s: \_\_\_\_\_

For purposes of verifying employment and education, please list any other names you may be known by: \_\_\_\_\_

**SKILLS:**

- Typing \_\_\_\_\_ WPM
- 10-Key \_\_\_\_\_ Touch \_\_\_\_\_ Sight
- Data entry
- Switchboard or multi-line phone systems \_\_\_\_\_ (Number of Lines)
- Other: \_\_\_\_\_

**COMPUTER:**

- Jonas
- Software (to include word processing, spreadsheets, databases or other applications): \_\_\_\_\_
- Hardware: \_\_\_\_\_
- Programming: \_\_\_\_\_
- Operating Systems: \_\_\_\_\_
- Other: \_\_\_\_\_

**EDUCATION:**

Name	Address	Major	Circle Last Year Completed	Did you graduate?	Degree
High School/Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		
Other (Describe)			1 2 3 4		

If you did not graduate, why did you leave school or college? \_\_\_\_\_

Are you planning or pursue further studies?     Yes    No                     Day School    Night School

If so, when, where, and what courses? \_\_\_\_\_

Schedule (if currently enrolled): \_\_\_\_\_

**MISSION, VISION AND CORE VALUES:** *Use the space below to describe in your own words what you think about Miramont's Mission, Vision and Core Values and how you plan to contribute to the company's Mission. If you need more space, please continue on a separate sheet or the back.*

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**WORK HISTORY:** *Start with your present or most recent job. Please list all previous employers – including any periods of self-employment, part-time and temporary/seasonal work. Include only employers located in the United States. If you need additional space, please use the back of this page.*

<b>1</b>	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

<b>2</b>	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

<b>3</b>	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

<b>4</b>	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

<b>5</b>	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

<b>6</b>	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending or Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

May we contact the above Employers for reference checking purposes?  Yes  No

Please identify, by number, any Employer you do not wish us to contact. \_\_\_\_\_

**REFERENCES:** *Please list the names, email addresses and phone numbers of two personal references, excluding relatives.*

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**GENERAL INFORMATION:**

Part of our employment process will involve a background investigation. The background investigation will include a criminal investigation and may include the procurement of your fingerprints. (In the event fingerprints are procured, they will be processed by the Federal Bureau of Investigation.) This process is designed to notify the Company of any criminal record you may have.

It is critical that the questions listed below be completed fully and accurately. Please note that a conviction or pretrial diversion or similar program does not automatically disqualify you from employment. It is our preference to discuss any potential concerns prior to employment. If you are employed by the Company, and there is a discrepancy between law enforcement records and any of your responses to the questions below, you may be terminated at any time during your employment.

Have you ever been refused bonding coverage or had bonding coverage canceled?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of any criminal offense (including misdemeanor or felony or any other categories or types of offenses) or agreed to enter into a pretrial diversion or similar program, including deferred adjudication, in connection with prosecution for such an offense?  Yes  No

If yes, please explain: \_\_\_\_\_

**CERTIFICATION AND ASSENT:**

I hereby certify that the statements I have made are true, and, if I am subsequently employed by the Company, that I may be subject to discharge if they are found to be false. I have provided the information above voluntarily and without coercion. I also understand that employment and continued employment is conditional upon the Company securing and retaining an acceptable fidelity bond on me.

I understand that the Company is required to make an inquiry regarding criminal records which may include procuring my fingerprints, at the Company's expense, and I agree to have my fingerprints submitted to the Federal Bureau of Investigation and other law enforcement officials and agencies nationwide for a criminal records investigation. The Company reserves the right to perform a criminal background investigation, which may include the submission or resubmission of fingerprints, on current employees, at any time. Employment and continued employment is contingent upon a satisfactory investigation.

I release the Company, its predecessors, successors, subsidiaries, past and present officers, directors, agents, servants, employees, and assigns from any and all claims relating to the criminal background investigation and/or my submission to being fingerprinted and relating to any consequences from the fingerprinting program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date