

## **Radnor Township Parks & Recreation Department**

### **Radnor Day Camp Staff / Lifeguard Swim Instructor**

#### **Radnor Day Camp Mission Statement**

It is the mission of the staff of Radnor Day Camp to operate in a highly regarded and reputable manner by providing a safe, exciting, and fun environment for all campers that supports their social, emotional, and physical development.

#### **Lifeguard/Swim Instructor**

Responsibilities of the Lifeguard/Swim Instructor include, but are not limited to the responsibility, safety, supervision and education of campers at Radnor Day Camp both in and around the aquatics facility as well as at the entire Radnor Day Camp site as needed and when instructed. The Lifeguard/Swim Instructor is supervised by the Aquatics Coordinator at Radnor Day Camp, the Director and Assistant Director of Camp, and by the Radnor Township Recreation Department Staff. The Lifeguard/Swim Instructor's performance will be monitored and evaluated for the duration of their employment.

#### **Other duties include:**

- Active participation in all daily camper activities, special events, games, and excursions at all times for both aquatics and non-aquatics related activities as needed.
- Leading and assisting the Aquatics Coordinator in the preparation of plans for the aquatics program.
- Assisting in the promotion and development of daily recreational aquatics activities and services for the entire Radnor Day Camp Program, including games and activities that take place on days when swimming does not occur or the pool is closed.
- Assisting in providing group swim classes and activities.
- Effective enforcement and relating of all Radnor Day Camp policies and procedures.
- Enforcing and relating all safety rules and regulations affiliated with the Radnor High School aquatics facility and aquatics codes of safety.
- Adhering to all Radnor Day Camp personnel guidelines as outlined in the Camp Staff Handbook.
- Leading and serving as a positive role model for other staff members and campers at all times.
- Acquiring and giving feedback related to all dimensions of the staff and camper program experience in anticipation of future growth and progress of the Radnor Day Camp Aquatics Program.
- Reporting to and communicating important program information, concerns for campers, disciplinary or medical and respective matters in an expeditious manner to the Aquatics Coordinator/Camp Director.
- Attending all required staff meetings.
- Depending on the Lifeguard/Swim Instructor's interest and availability, he or she may serve as bus monitors during the daily transportation to and from camp. The Lifeguard/Swim Instructor will be expected to arrive at one of the designated bus stops (3 available options, Clem Macrone Park, Warren Filipone Park, or Radwyn Apartments) and will board the bus in the morning with campers to supervise campers on their way to and from camp.
- All other duties as assigned.

**Qualifications:**

- Familiarity with an aquatics and swimming environment.
- Knowledge of the theories and philosophies of aquatics recreation and the ability to interpret and relate them to participants.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.
- Possession of current lifesaving, first aid, CPR and AED certifications. WSI Certification preferred.

**Employment Parameters:**

- The Lifeguard/Swim Instructor is required to work the duration of Radnor Day Camp with no exceptions unless permission is granted prior to the first day of camp.
- The Lifeguard/Swim Instructor is required to work in various climate conditions (summer conditions) when necessary -- high heat, high humidity, and rain.
- The Lifeguard/Swim Instructor's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- The Lifeguard/Swim Instructor is required to perform any and all activities associated with the Radnor Day Camp program.

**Conditions of Employment/not limited to the following:**

- Radnor Township Employment Application including voluntary disclosure statement
- Work Permit (ages 17 and under)
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
  - PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
- Mandatory, annual background clearance administered through the Township
- Mandatory Drug Testing
- A check of the National Sex Offender Public Website
- Two reference checks and verification of work history
- In-person interview by Township Staff including the Township Manager (For all New Hires)
- In-person Interview for returning candidates of new positions or candidates taking on additional responsibilities
- Mandatory Training Sessions for all Staff Members
- Current CPR, AED, & First Aid certification (All Staff)
- Current Lifesaving & Water Safety Training (For Aquatics Staff)
- Mandatory, Completed Paperwork