



**The Bangor Y**

**YMCA and YWCA of Greater Bangor**

127 Hammond Street and 17 Second Street, Bangor, ME 04401  
Phone 207-941-2815 or 207-941-2808 Fax 207-941-2819 or 207-941-2812

**Job Description**

**Date** 3/10/2008  
**Job Title** Lifeguard/Swim Instructor  
**Department** Camp Molly  
**Reports to** Waterfront Director/Camp Director

**Job Summary**

Assists in the implementation of a program that provides a safe, healthful, and nurturing child-centered environment. Provide swim skill instruction as required by the American Red Cross in a safe and enjoyable environment.

**Education**

**Experience**

Experience and enjoyment working with children.  
Adaptability in outdoor unstructured situations.  
Pleasant personality.  
Emotional maturity, good moral character.

**Special Training, Skills and/or Certifications**

Current Lifeguarding certificate required.  
Current CPR and First Aid certificate required.

**Physical Demands**

**Responsibilities**

- Adhere to the code of conduct and all other policies implemented by the Bangor Y
  
- Work closely with the Camp Director, Assistant Director, Counselors, Junior Counselors, Program Directors, parents and volunteers to develop a program that provides for each child's social, emotional, cognitive, and physical development.
  
- Promote and articulate the mission, goals, and philosophy of the Bangor Y and the program.
  
- Assist in the direction of all waterfront activities.
  
- Provide a strict water safe program. Enforce all rules and regulations.
  
- Attend staff meetings as required.
  
- Attend and participate in camp sleepovers as required.

- Attend training workshops as required.
- Meet with the Waterfront Director/Camp Director periodically to discuss plans, problems, and appraisal of his/her work.
- Assist in maintaining the overall order, neatness and cleanliness of the camp program.
- Provide supervision of children, both indoors and out-of-doors, that meets proper child/staff ratios and provides for a safe and healthful environment.
- Notify the Camp Director of child or staff illness
- Notify the Camp Director of any injury to a child or staff member. An accident report will be filled out within two hours of occurrence of injury. Obtain parental/guardian signature that day. This will be submitted to the Camp Director.
- Report to the Camp Director any person exhibiting atypical behavior in the vicinity of the program. The staff will remove the children from the area.
- Release children only to authorized individuals.
- Notify the Camp Director of any suspicions of abuse/neglect of a child.
- Maintain the confidentiality of children and their families enrolled in the camp program.
- Maintain a warm and friendly disposition with all children, parents and staff.
- Help in planning of and participate in all special camp-wide activities.
- Have working knowledge of the ARC swimming program.
- Assist in testing the swimming ability of camp staff and orientation to waterfront procedures during staff training.
- Responsible for utilizing Counselors and Junior Counselors in the swimming program during daily swimming lessons and free swim.
- May be assigned to a unit to assist and supervise as needed.
- Provide swim skill instruction as required by the ARC in a safe and enjoyable environment.
- The ability to implement and carry out an emergency action plan.
- Responsible for maintenance and inventory of all waterfront equipment.
- Have alternate program for rainy days.
- Organize and run special waterfront activities.
- Take initiative and provide activities for children while idle.

- Perform all other duties as assigned

By signing below, I agree to accept the position as described in this job description.

\_\_\_\_\_  
Lifeguard/Swim Instructor      Date

\_\_\_\_\_  
Camp Molly Director      Date

Modified on