

2018 Summer Conference Lifeguard Position Overview

FRESNO STATE

University Courtyard

Deadline:
Sunday, February 25th
@ 11pm

Job Description

To provide the University Courtyard summer conferences program with dedicated and enthusiastic service, assuring that guests have a quality experience on the Fresno State campus. Provide a safe environment for guests at the pool area. Lifeguards are under the direct supervision of the Summer Conference Coordinator.

Minimum Qualifications

- Current Fresno State Student
- 18 years of age or older.
- Current CPR/Lifeguard Certification (by May 1, 2018)*
- Strong communication skills.
- Demonstrated leadership ability.
- Good disciplinary and financial standing (University Courtyard and Fresno State)
- Two recommendations (encouraged but not required)

*University Courtyard will reimburse Lifeguard for course fees; contingent upon successful completion of course.

Expectations

- Attend all training sessions and workshops arranged for summer staff: Dates: **TBD**
- Commitment to the summer conferences program from Monday, May 21st – Friday, August 10th, 2018. (Move-in begins: May 19th at 12pm)
- Arrive on time and work all scheduled shifts.
- Daily shifts are from either 12pm-4pm or 4pm-8pm. Shift from 4pm-8pm will include a 30 min dinner break from 5pm-5:30pm. During the dinner break, the lifeguard will be required to lock down the pool area. Each week will usually include one shift from 12pm-8pm.
- Engage in formal/informal pleasant interaction, and serve as a resource for conference guests regarding information about the Fresno State campus and Fresno community.
- Live in residence suites as assigned - provided as part of compensation package.
- Demonstrate exceptional interpersonal and communication skills.
- Be able to provide prompt customer service to conference guests.
- Be responsible, flexible, take initiative, problem solve and accept challenges.
- Work independently, sometimes under pressure.
- Wear correct dress code while on duty and when checking summer conference guests in and out. (Provide own red swimsuit and shorts.)
- Uphold and follow California State University, Fresno Association Inc. policies as stated in the University Courtyard Student Handbook with established modifications for summer conference guests.
- Be able to work outdoors during warm weather.
- Successfully complete CPR/Lifeguard course by May 1, 2018. Reimbursement of course fees contingent upon successful certification.
- Assist with opening/closing of halls including placement/removal of blankets & mattress pads in the room.
- Fulfill responsibilities of the position description and stated job expectations of supervisors.

Primary Responsibilities

- Work closely with the University Courtyard Public Safety Assistants to ensure safety of Summer Conference guests.
- Post and regularly update pertinent information at pool (Examples: policies, hours, reservations etc.)
- Be familiar and assist with University Courtyard emergency procedures (EARS), pool safety and emergency procedures, sleep in room provided at University Courtyard every night except on scheduled days off (average 1-2 days per week) and be available for emergency calls related to injuries, health, weather, fire, and campus security (training provided).
- During lifeguard shifts: greet the guests, monitor pool area, enforce rules, and work with different age groups from a variety of diverse summer programs.
- Have the Lifeguard phone (provided) during all shifts at the pool.
- Be present for group reservations of the pool that you have been assigned to work.
- Lifeguards may be required to open and supervise the pool as early as 10:00am based on reservations.
- If needed, assist in checking guests in and out of residence halls.
- Assume duties and responsibilities as requested by the Summer Conference Coordinator.

Compensation (Approximately 30 hours/week from May 21st - August 10th, 2018)

Compensation

- Room and Board:
 - Large single bedroom within a two- or three- bedroom furnished residence suite at University Courtyard from Saturday, May 19th, noon – Sunday, August 12th at 5:00pm (**Dates Subject to Change**)
 - 21 meal plan provided at University Dining Hall during days and hours of operation (3 meals a day/ 7 days a week).
 - Utilities paid, free basic cable hook-up and service.
 - Use of Fitness Center, Outdoor Pool, and Computer Lab during open hours.
- Stipend:
 - New Lifeguards: Approximately \$2100 earned over the summer if no shifts are missed*
 - Returning Lifeguards: Approximately \$2300 earned over the summer if no shifts are missed*
 - Payroll disbursement dates: June 7th, June 22nd, July 6th, July 20th, August 7th, August 22nd
**In the event Summer Conferences end early, stipend payment may be modified*

Completed application and recommendations must be submitted by

Sunday, February 25th at 11:00pm.

Due to the duties and irregular shift assignments, Summer Conference Lifeguards must receive advance permission from the Summer Conference Coordinator to hold another job, enroll in Summer Session courses or live off-campus. Other jobs and/or summer session courses must NOT interfere with the Summer Conference Lifeguard position responsibilities. If you live on campus already, a room will be provided for you to stay in or store your belongings between check out for the academic year and check in for the summer conference season.

Remove this coversheet before submitting your application

Personal Information:

Name: _____ Fresno State ID#: _____

Phone: _____ E-mail Address: _____

Major: _____ No. College Units Completed as of Dec. /2017 _____ Cumulative GPA _____

Permanent Address:

Street Address	Apt/Suite
City	State
	Zip Code

Local/On Campus Address:

Check this box if your Local/On Campus Address is the same as your Permanent Address.

Street Address	Apt/Suite
City	State
	Zip Code

1. Have you ever been employed at University Courtyard? (Circle One)

YES

NO

If yes, list the position(s) held and date(s) of employment:

2. Are you currently (or plan on being) employed with any other department or organization with Fresno State, including Auxiliary departments?

YES

NO

If yes, please explain:

3. Are you in good financial and disciplinary standing with: (Circle One)

- a) Fresno State: YES NO
- b) University Courtyard: YES NO

If no, explain: _____

4. List other previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

5. Briefly describe any customer service experience you have provided in a volunteer or paid position:

6. List CPR/Lifeguard certification and expiration date OR Check below

I understand that reimbursement for the CPR/Lifeguarding course is contingent upon successful certification. I also understand that my continued employment is contingent upon successful certification by May 1, 2018.

YES

NO

7. Specifically describe any lifeguard and/or safety experience you have had in a volunteer or paid position.

8. What qualities or skills do you have that make you the best candidate for this position?

9. Do you have any commitments during Summer 2018 that would deter you from full-time work obligations with irregular hours and split shifts from May 21st- August 10th?

YES
NO

If yes, list the...

Commitment(s)	Date(s)	Time(s)

10. **References:** NOTE: It is your responsibility to submit two letters of recommendation in addition to this application. Letters of recommendation are not required, but strongly encouraged.

Name: _____

Occupation & Title: _____

Contact: _____

Name: _____

Occupation & Title: _____

Contact: _____

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature _____ **Date** _____

**Return the completed application to the Atrium Customer Service Desk, or mail to:
University Courtyard 5152 N. Barton Avenue M/S RH 82 Fresno, CA 93740-8013**

If you have any questions please contact the Marketing and Summer Conference Coordinator,
Aimee Caneva, at acaneva@csufresno.edu.