

City of Peoria
2010 Jr. Lifeguard
Program Manual

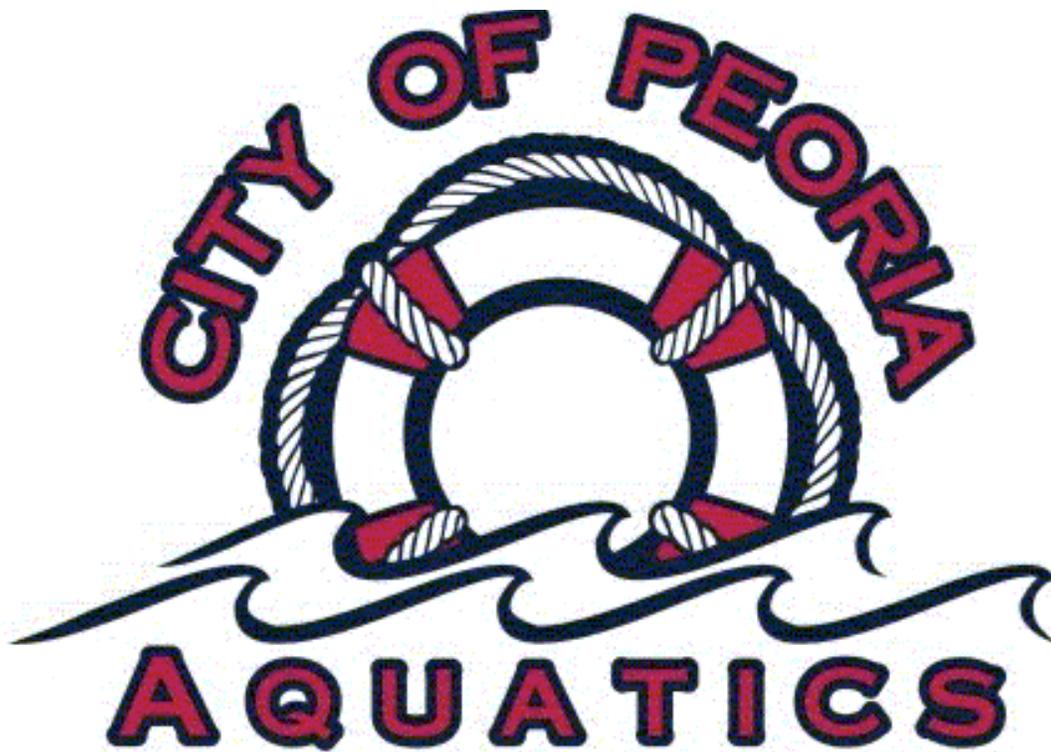


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Dear Jr. Lifeguard,

On behalf of the City of Peoria Aquatics Department, we would like to welcome you to our team. We appreciate your commitment to our community and the desire to help keep it safe. We will provide you with the necessary training and support for you to become a successful Jr. Lifeguard with the City of Peoria. After completing this program, you will be better prepared to apply for and work as a professional lifeguard.

This manual includes an overview of the City of Peoria Jr. Lifeguard Program. Please be sure to familiarize yourself with our policies and expectations. After completing either the new Jr. Lifeguard Course (GuardStart) or the returning Jr. Lifeguard Course, opportunities will be available to you to proceed through the program at your own pace. These opportunities will be outlined further in this manual.

If you ever have any questions, please don't hesitate to contact your Jr. Lifeguard Mentor, Pool Manager or Aquatic Coordinator - Seth Redden. Thank you for your enthusiasm and we hope that you enjoy your experience as a City of Peoria Jr. Lifeguard.

Sincerely,

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Jr. Lifeguard Volunteer Requirements

The Jr. Lifeguard program is designed for youth (13-14 year olds) who are interested in becoming lifeguards, but do not meet the minimum age requirements. This program will help to prepare participants to apply for and work as a professional lifeguard, once they do meet the age requirement. They will help to protect the lives and well being of each person using the facility.

Supervision Received and Exercised

The Jr. Lifeguards will receive direct supervision from the Aquatic Coordinator, Pool Manager, Junior Lifeguard Mentor and other aquatic staff.

Essential Volunteer Duties

- Enforce and abide by all pool rules
- Provide exceptional customer service to all guests
- Communicate problems and concerns with the Aquatic Coordinator, Pool Manager, Junior Lifeguard Mentor and/or other pool staff
- Keep physically fit, mentally alert and prepared to respond to any emergency
- Maintain professionalism at the pool; including appearance, punctuality and behavior
- Follow through on all Jr. Lifeguard assignments and schedules
- Assist in the maintenance of a safe aquatic facility
- Assist in the teaching of swimming lessons to program participants
- Assist in the administration and logistics of various aquatic programming

Critical Skills/Expertise Needed

Be Familiar With:

- Basic operation of a pool
- Basic record keeping methods and procedures
- Safety concerns in and around the pool

Ability To:

- Communicate clearly and concisely, both orally and in writing
- Maintain a safe work environment

Required Experience and Certifications:

- American Red Cross GuardStart Course
- Current Red Cross CPR/AED for the Lifeguard Certification

Additional Requirements for returning Jr. Lifeguards:

- Attend and complete the returning Jr. Lifeguard Course

Changes to the Program this Year

Assisting with Swim Lessons

In order to uphold the highest of swim lesson standards for our younger participants, we will be limiting the number of Jr. Lifeguards that will be invited to assist with our swim lesson program. An application, along with the Jr. Lifeguard's summer availability, will be major deciding factors in which Jr. Lifeguards will be involved with our swim lesson program this summer. Only returning Jr. Lifeguards will be eligible to apply. More information will be distributed in the Returning Jr. Lifeguard course.

Employment Preparation Course

To direct our focus to those Jr. Lifeguards poised to enter the field of Professional Lifeguarding, we will only be offering the Employment Preparation course to those Returning Lifeguards who will be 14 years of age by April 1st.

Junior Lifeguard Mentors

We will have one or more staff members at each of the three swimming pools that will be designated the "Junior Lifeguard Mentor". This individual will serve as the point of contact for the Jr. Lifeguards at that pool. They will schedule, mentor and evaluate the Jr. Lifeguarding activity at their respective pool.

Evaluations

The Junior Lifeguard Mentor will, in conjunction with other aquatics staff, be the primary evaluator of the Junior Lifeguards progress and performance. These evaluations will serve to offer feedback to the Jr. Lifeguards so they may better prepare for the challenges of professional lifeguarding.

Communication

We will deliver all of the information about the program during either the New or Returning Jr. Lifeguard course. This manual will be distributed to all participants during their course as well as all direction on how to participate in the program going forward. Information will also be posted online at www.peoriaaz.gov/aquatics on the Junior Lifeguard Page.

Junior Lifeguard Responsibilities during the Program

Part of the purpose of this program is to ready the Jr. Lifeguards for the responsibilities of being employed as a professional lifeguard (or any other job). As a result, they will be responsible for taking home the information covered in the course, deciding which portions of the program they want to participate in, and setting that up with either Seth Redden, Aquatics Coordinator or their respective Jr. Lifeguard Mentor. We strongly encourage the Jr. Lifeguard to be directly involved in setting up their program with Aquatic Staff. Should they, in the future, become employed as a professional lifeguard, it is absolutely essential that they are able to interact with their supervisors and co-workers independently.

Junior Lifeguard Program Passport

Through the Junior Lifeguard Program Passport, you will be able to track your own progress through the Junior Lifeguard Program. There will be five steps to complete throughout the summer. We will outline them by section here:

- **Attend the GuardStart or Returning Jr. Lifeguard Course.**

This is the one requirement for everyone wishing to participate in the program for 2010. Individuals that have never participated in the City of Peoria Junior Lifeguard Program will take the GuardStart Course and those Junior Lifeguards returning to the program will take the Returning Jr. Lifeguard Course. New Jr. Lifeguards will be certified in CPR/AED for the Professional Lifeguard and returning Jr. Lifeguard will be re-certified for CPR/AED for the Professional Lifeguard.

- **Job Shadow during weekend Open-Swim at the three City of Peoria Pools.**

Both new and returning Jr. Lifeguards are invited to Job Shadow our professional lifeguard staff during our weekend operational hours. Various duties and training will be assigned during these hours.

- **Assist with Learn-to-Swim Lessons at one of more of the City of Peoria Pools.**

New for this year, an application and selection process will be used to determine which highly qualified Jr. Lifeguards will be invited to assist in the teaching of our Learn-to-Swim Lessons. In order to maintain the highest quality of instructional program for our swim lessons participants, only returning Jr. Lifeguards will be eligible to apply to assist with swim lessons. The Junior Lifeguard Mentor at each swimming pool will schedule the selected Jr. Lifeguards for the lessons/instructors they will be assisting with during their chosen session(s). Each Jr. Lifeguard will have the opportunity to assist with up to three sessions of swim lessons over the course of the summer. The Jr. Lifeguard's availability and application will be taken into consideration when selecting which sessions the Jr. Lifeguard will be offered the opportunity to assist with.

- **Get to know the inner workings of the City of Peoria Swimming Pools.**

This section has two opportunities. One allows the participants to participate in a scheduled in-service at one of the three City of Peoria Swimming Pools. In-Services are training meetings where our staff discuss pertinent issues, practice rescue skills and conduct additional training. The second opportunity is to assist with the preparation and administration of a home swim meet. Jr. Lifeguards will directly assist the pool management or Junior Lifeguard Mentor in various tasks that are essential to the successful operation of a recreational swim meet.

- **Prepare to apply for a job as a Professional Lifeguard.**

This section of the program will build an important skill set for the Jr. Lifeguards. An Employment Preparation Course will be offered to all Returning Jr. Lifeguards. Following the Employment Preparation Course, Jr. Lifeguards will be offered the opportunity to participate in a "Mock Interview" with individuals that are directly involved in the City of Peoria Aquatics hiring process. Feedback and suggestions will be given to each participant interviewed.

Reporting for your Schedule

Appearance

Jr. Lifeguards will be required to wear an appropriate swimsuit at all times during the program (as are all lifeguards). This means a one piece suit for girls and appropriate length men's suit for boys (No Jammers). You should expect to be able to get in the water every time you show up for a shift. Please do not do anything prior to a shift that would prevent you getting in the water that day (Getting hair styled/colored, body piercings, etc.) You should also wear the provided Jr. Lifeguard t-shirt when reporting to the pool. This is a mandatory uniform, please do not deviate from it. The wearing of sunscreen is required and hats (one color, no logo) and sunglasses are strongly recommended. If you have any questions, please do not hesitate to ask.

Punctuality

All Jr. Lifeguards will be on time for every shift at the pool. Jr. Lifeguards (as well as all staff) are required to be ready to go 15 minutes before their assigned shift. Timeliness is crucial to the safety and success of our programs. All cases of tardiness and/or absences will be documented and reflected in the evaluation for that portion of the program. Please do not sign up for any shift that you cannot complete in its entirety. Please notify the Jr. Lifeguard Mentor, Aquatics Coordinator or Pool Manager of any deviation to your assigned schedule.

Professionalism

The guard hut and office is comparable to an office. Please keep it clean and all equipment put away in their proper place. Keep in mind that people approaching the hut or office can overhear your conversations so no inappropriate language or comments should be made.

Assignments

Jr. Lifeguards will be responsible for assisting in the chemical checks and safety checks throughout their shifts. You will be assigned various additional duties during your time at the pool, depending on which pool you are at.

Swim Lessons

Part of your volunteering experience will be to assist with swim lessons. Each lesson will be taught by a certified Red Cross Water Safety Instructor, and you will be there to learn from them as well as assist with the safety of the class. It is crucial for you to be alert and positive with the participants and assist wherever needed. Be aware of the level of the class, and the skills that are being taught in the class. Attendance and punctuality are very important, as the participants and the instructor are counting on you.

Evaluations

Evaluations will be conducted for every City of Peoria Jr. Lifeguard. These are beneficial for the Jr. Lifeguard as they will show what you need to improve on and where you are excelling. The evaluations will be conducted by the Jr. Lifeguard Mentor with the input of other Aquatics Staff members.

End of the Season Jr. Lifeguard Appreciation Party

As a show of our appreciation for the hours of work you have put in for us over the course of the season, we would like to invite you all to the End of the Season Jr. Lifeguard Appreciation Party. It will be held on Friday, July 30th from 5:00-7:00pm at Sunrise Pool. Family and friends are welcome to join the Jr. Lifeguards after the party for an evening of open swim from 7:00-9:00pm (admission fees apply for anyone swimming that isn't a Jr. Lifeguard Program Participant).

Program Overview/Important Dates

New vs. Returning Jr. Lifeguards

New Junior Lifeguards	Returning Junior Lifeguards
GuardStart Course	Returning Jr. Lifeguard Course
Job Shadowing During Weekend Open Swim	Job Shadowing During Weekend Open Swim
Attend one staff In-Service	Attend one staff In-Service
Assist with a Recreational Swim Meet	Assist with a Recreational Swim Meet
	Employment Preparation Course
	Mock Interview
	*Assist with learn-to-swim lessons

*Application required

Important Dates

New Junior Lifeguard courses:

- Spring Session 1 (March 22 – April 1) – Sunrise Pool
- Spring Session 4 (May 3 – May 13) – Centennial Pool
- Summer Session 1 (May 24 – June 3) – Sunrise Pool
- Summer Session 2 (June 7 – June 18) – Centennial Pool

Returning Junior Lifeguard courses:

- Monday, May 3rd & Wednesday May 5th – DCSB
- Saturday, May 15th – DCSB

End of Season Junior Lifeguard Appreciation Party

- Friday, July 30th 5:00-7:00pm – Sunrise Pool

For additional program dates, see the attached page.