



# WOODBROOKE HILLS SWIM & TENNIS CLUB

## LIFEGUARD JOB DESCRIPTION

### Woodbrooke Hills lifeguards are:

- mature, reliable, and attentive to the safety needs of any individual utilizing the facilities
- respectful to management, fellow employees, and all WHSTC members and guest
- effective communicators and decision-makers to ensure the welfare of WHSTC members
- responsible to observe swimmers and enforce regulations in lifeguarding to prevent accidents at the club
- polite and considerate while providing excellent customer service
- expected to follow guarding protocols as directed by Manager or designated Supervisor

### Woodbrooke Hills lifeguard requirements include:

- maintaining a current American Red Cross and First Aid/CPR certification on file at the Club
- knowing how to initiate a rescue and remove a distressed swimmer from the water
- attending monthly training and in-services with certified instructor
- maintaining safety at the club by remaining vigilant at all times
- following and executing all of the workplace expectations and policies of WHSTC
- maintaining an acceptable appearance and attitude at all times
- wearing a uniform: (men) issued shirt/red swim suit and whistle
- wearing a uniform: (women) issued shirt and/or red swim suit, or red shorts, and whistle

### Woodbrooke Hills lifeguards perform the duties of:

- maintaining excellent attendance and activity records/required reports
- screening patrons upon entrance to Club (to ensure membership, accurate information/pictures in computer system)
- taking admission fees and register members and their guests
- supervising the snack bar
- providing general information on pool operation to members
- providing supervision and custodial needs of locker room
- attending to the DAILY and WEEKLY maintenance and cleaning check-list
- ensuring a clean and well maintained club
- additional duties as assigned

### Woodbrooke Hills lifeguards receive supervision:

- from the Manager or an individual assigned by the Manager to act in a supervisory capacity (Assistant Manager, Board Member-Vice President)
- IF duties (as described in this description) are not performed, then a formal staff complaint form will be completed by the manger and a verbal warning issued. On the second complaint, staff will be dismissed by the Club. WHSTC is a non-profit members-only association, controlled by the Board of Directors.

### How to apply:

Please visit our website, [www.woodbrookehills.com](http://www.woodbrookehills.com), to download an employment application on the home page. Submit with cover letter to [communications@woodbrookehills.com](mailto:communications@woodbrookehills.com).

### Woodbrooke Hills Swim & Tennis Club

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