

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Senior Lifeguard
POSITION NUMBER: 01763
DEPARTMENT: Oneida Family Fitness Center
LOCATION: 2640 West Point Rd Green Bay, WI
DIVISION: Governmental Services
RESPONSIBLE TO: Aquatic Supervisor
SALARY: NE05 \$9.11/Hr.
(Employees will receive 5% below the negotiated pay rate during their probationary status.)

CLASSIFICATION: Non-Exempt
POSTING DATE: December 23, 2011
CLOSING DATE: Until Filled
Transfer Deadline: January 3, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Assist the Aquatic Supervisor in performing all facets of the Family Fitness swimming pool operations to include instructing swimming and aerobic classes, monitoring aquatic activities, ensuring participants safety by enforcement of rules and regulations, administering life saving skills, performing aquatic area maintenance, completing and maintaining records and reports. Work evenings (5:15am and 8:45pm) and weekends to meet the needs of the customers using the pool facilities. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist the Aquatic Trainer/Supervisor to develop, implement and monitor pool activities for clientele.
2. Observe and oversee members in the use of pool facilities, administer life saving, first aid and CPR to victims of an injury.
3. Perform required maintenance to include vacuum pool, clean pool deck and skimmers and back wash pool.
4. Check chemical readings and pool temperatures and sends forms to Oneida Environmental.
5. Instruct/teach swim classes and aquatic aerobic classes/programs for members of all ages and abilities.
6. Complete all reports, activity checklist, narratives and injury/accident reports in an accurate and timely manner.
7. Maintain client and pool records.
8. Open and close the Oneida Family Fitness and pool facility as assigned.
9. Perform daily inspection of all equipment for repairs/defects, document and report any maintenance issues in a timely manner.
10. Adhere and enforce Oneida Fitness Standard Operating Procedures.
11. Ensure the safety of each member is maintained at all times.
12. Design, implement and track Member Incentive Programs as scheduled. Assist in promoting both internal and external health and fitness related events.

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DUTIES AND RESPONSIBILITIES (Cont):

13. Attend Oneida Family Fitness staff meetings and trainings.
14. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
15. Contribute to a team effort and accomplishes related results.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, Department Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk, bend/stoop, balance, push/pull, carry and lift up to twenty-four (24) pounds.
2. Occasionally squat, climb heights, reach above shoulder level, crouch, kneel, carry and lift up to one hundred (100) pounds with assistance.
3. Employee must repetitively use hands and feet.
4. Work is generally performed in an indoor setting with a moderate noise level.
5. Exposure to chemicals, and varying temperatures typical of an indoor swimming pool/outdoor swimming facility environment. Will require use of protective clothing and/or equipment.
6. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.
7. Must complete a Self Disclosing Physical Questionnaire prior to employment.
8. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Skill in verbal and written communication.
2. Skill in customer/client relation skills.
3. Ability to complete Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days of employment.
4. Ability to work with minimal supervision.
5. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
6. Ability to work a flexible schedule between the hours of 5:15am and 8:45pm.
7. Blood Borne Pathogens Preventing Disease Transmission Certification within ninety (90) days.
8. Complete Hazardous Communications training within 90 days of employment. **(Must maintain all certifications during employment.)**
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Current Aquatic/Aerobic Instruction Certification from a national credited organization or instruction experience.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, GED Certification, or HSED Diploma; one (1) year of successful lifeguard experience; and/or equivalent combination of education and experience.
2. Current Lifeguard/First Aid Certification.
3. Current CPR/AED Certification.
4. Must be able to obtain an Aquatic/Aerobic Instruction Certification from a national credited organization within one (1) year of employment.
5. Water Safety Instructor (WSI) Certification; Waterfront Lifeguard Training Certification or ability to obtain within one (1) year.
6. Must pass a swim skills test administered at the Oneida Family Fitness.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**