

**University of Wisconsin-La Crosse  
Recreational Sports Department**

**TITLE: Lifeguard Student Coordinator**

**Job Description:**

The Lifeguard Student Coordinator is responsible for assisting in the hiring, scheduling, and training the lifeguards on the Recreational Sports team.

**Specific Duties:**

1. Organize and carryout the hiring process for new and returning lifeguards.
2. Create and monitor schedules for the lifeguard team (approximately 8-10 lifeguards).
3. Design and administer mandatory, monthly in-service training sessions for the lifeguard team.
4. Monitor lifeguards by checking in on shifts and performing drills each semester.
5. Act as a liaison between Recreational Sports, Mo McAlpine (Associate Director), and the lifeguard team.
6. Conduct disciplinary meetings as necessary.
7. Maintain current certifications in lifeguarding, first aid, CPR, and AED.
8. Work scheduled shifts or complete employee schedule change process if unable to work.
9. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel and maintain a clean, professional atmosphere.
10. Communicate and consistently enforce university, departmental, and facility policies and procedures with all users and co-workers; employ strong decision-making and conflict resolution skills with customer(s) when policies and/or procedures are violated.
11. Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
12. Serve as a positive representative while participating in university and departmental activities.

**Time Commitment and Pay:**

Position requires a commitment of 5-15 hours per week. Schedules are flexible to meet class schedule and are hours are generally on an as needed basis when time permits. Starting pay: \$15.00/hour.

**Requirements:**

Ideal candidates should possess strong communication skills, be team-oriented, and have experience and/or willingness to develop leadership, conflict resolution, decision-making, time management, and organizational skills. Prefer experience in pool management but not required.

**Who Should Apply:**

Students from all majors are encouraged to apply. The position provides numerous opportunities to gain skills that are beneficial in a variety of professions.

**Additional Information:**

Mo McAlpine, Associate Director  
130C REC  
608-785-8698; [mmcalpine@uwlax.edu](mailto:mmcalpine@uwlax.edu)

