**UNIVERSITY OF MARYLAND**
**SUMMER 2019/FALL 2019/SPRING 2020**
**FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST**
(Advisor’s On-Line Orientation must be completed) [http://www.umaryland.edu/worksstudy](http://www.umaryland.edu/worksstudy)

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes</th>
<th>No X</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMB Department</td>
<td>University Recreation &amp; Fitness (URecFit)</td>
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<tr>
<td>(Full Name of Department)</td>
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<tr>
<td><strong>Off-Campus Agency</strong></td>
<td>(Full Name of Agency - For Off-Campus Positions Only)</td>
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<tr>
<td><strong>Address</strong></td>
<td>621 W. Lombard St. Room 409</td>
<td></td>
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<tr>
<td><strong>Telephone</strong></td>
<td>6-0288</td>
<td></td>
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<tr>
<td><strong>Fax No.</strong></td>
<td>6-1472</td>
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<tr>
<td><strong>Work Study Supervisor’s Full Name</strong></td>
<td>Julia Wightman</td>
<td></td>
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<tr>
<td><strong>Work Study Supervisor’s Title</strong></td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td><a href="mailto:jwigh001@umaryland.edu">jwigh001@umaryland.edu</a></td>
<td></td>
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<tr>
<td><strong>Alternate Supervisor’s Full Name</strong></td>
<td>Jimmy Heiner</td>
<td></td>
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<tr>
<td><strong>Alternate Supervisor’s Title</strong></td>
<td>Sr. Asst. Director</td>
<td></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td><a href="mailto:jheiner@umaryland.edu">jheiner@umaryland.edu</a></td>
<td></td>
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<tr>
<td><strong>Job Title</strong></td>
<td>Lifeguard</td>
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<tr>
<td><strong>Job Function:</strong> Administrative</td>
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<td>Technical</td>
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<td><strong>Duties</strong></td>
<td>Maintain constant watch of patrons in the pool and enforce all safety standards. Provide first aid and emergency help and report all injuries or problems. Conduct safety rounds and assist with maintenance and custodial duties. Attend all in-service trainings and required meetings.</td>
<td></td>
</tr>
</tbody>
</table>

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor’s department is responsible for paying 100 percent of the over award.

*Return completed form to:*

Student Employment Office, University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-786-7347  E-Mail: fes@umaryland.edu  URL: [www.umaryland.edu/worksstudy](http://www.umaryland.edu/worksstudy)*
Lifeguard Lead- Work Study

Job Description

Department: University Recreation & Fitness (UREcFit)
Schedule: Temporary/Non-benefited
Shift: Varies. Mostly weekday with evening and weekend work required.
Hours: Department Specific
Type: Non-exempt

PRIMARY DUTIES

Uphold URecFit Core Values

- **Accountability**: Take ownership of URecFit facilities and programs by exhibiting a responsible work ethic
- **Civility**: Promote an environment that is responsible, ethical, respectful, and courteous
- **Collaboration**: Develop professional relationships with co-workers, guests, other departments of the university and the community.
- **Diversity**: Provide quality customer service with an awareness of, and appreciation for individual uniqueness and diversity.
- **Excellence**: Uphold all URecFit policies and procedures to guarantee participant safety and satisfaction.
- **Knowledge**: Stay apprised of the best practices and latest trends in recreation.
- **Leadership**: Demonstrate a desire to be a leader within the campus recreation community and university.

Under the supervision and direction of the Assistant Director and Coordinator for Aquatics:

1. Maintains constant watch of patrons in the pool and enforces all safety standards.
2. Acts immediately and appropriately to ensure safety of patrons in the event of an emergency.
3. Inspects facility and equipment regularly and reports issues.
4. Performs various maintenance and custodial duties as assigned.
5. Performs facility checks in the locker rooms, on the pool deck and other areas adjacent to the pool.
6. Maintains a clean and safe environment.
7. Attend all in service trainings and meetings.
8. Maintain pool chemistry logs and patron statistics
9. Take and record weekly pool chemistry readings.
10. Maintain pool maintenance and cleaning schedule.
11. Maintain lifeguard uniform inventory.
12. Maintain chemical reagent inventory.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Complete a 300 yard untimed swim test.

REQUIRED SKILLS AND ABILITIES

- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation.
- Outstanding communication, interpersonal, and customer service skills.
- Current lifeguard certification by a nationally recognized agency (American Red Cross, YMCA, etc.) or willingness to obtain
- CPR, AED and First Aid certified or willingness to obtain.

To be considered for this position, please forward your resume to: Elizabeth Lasker at elasker@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.