

GHA Job Descriptions

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GHA President:

A President who shall preside at all meetings of the Executive Board and the general membership and shall discharge certain other functions as described in the bylaws. Annually not more than 60 days after the fiscal year end, the President shall ensure an audit of the finances of the Association will be conducted. The audit will be conducted by at least one past treasurer, who has been out of office at least one year, and one other Association member in good standing. The results of the audit must be presented to the Executive Board in writing.

GHA Vice President:

A Vice President who shall serve as chairman of the Park Committee and discharge all functions of the President in his or her temporary absence (60 Days or less) and otherwise assist as required

GHA Treasurer:

A Treasurer's duties shall consist of the following:

- Notify financial institutions of the names of newly elected officers who are empowered to sign checks and open the Association deposit box.
- Receive all moneys paid into the Association.
- Ensure compliance with all federal and State tax laws and filing requirements.
- Ensure such receipts as needed.
- Keep an accurate record of all moneys received and expended.
- Supervise all moneys handled by committees.
- Maintain accounts at financial institutions designated by the Executive Board into which all moneys belonging to the Association shall be deposited.
- Disburse funds of the Association only upon authorizing vote of a majority of a legal quorum of the Association at a general membership meeting or within the limits of budgets described in Article VI, Paragraph 2.
- Permit withdrawal of Association funds from its account only by checks signed by two officers of the Association.
- Send notices of dues and other financial obligations to members.
- In the temporary absence (60 Days or less) of the President and Vice President, the treasurer shall fulfill their duties.

GHA Recording Secretary:

A Secretary shall: keep minutes of all meetings of the Executive Board and General Membership and be custodian of all records and documents of the Association (except such as may remain in the hands of the Treasurer or various committees). It shall be the duty of the Secretary to obtain and of every member to provide, a copy of any document or written record executed on behalf of the Association. In the temporary absence (60 Days or less) of all other officers, the Secretary shall fulfill their duties.

GHA Pool Facilities Manager

The Facilities Manager is the everyday face of the Association at the Facility. In general, the Manager supervises the day-to-day operations and staff at the Facility Parklands and Pool, ensures compliance with public health requirements, pool rules and Association policies and maintains a clean & safe environment. Prior pool experience and relevant licenses or certifications are desirable but not required. Major responsibilities include:

- Schedule, supervise & manage staff (lifeguards and part time maintenance staff) & direct day-to-day work activities
- Ensure the proper administration of water samplings and documentation.
- Perform or direct day-to-day routine pump house operations; adjust chemicals if needed.
- Resolve issues presented by staff, members or guests at the facility.
- Manage pool and facility supplies including soda and ice cream vending machines
- Provide payroll information & account for all monies collected
- Other related and minor responsibilities

Pay is competitive and commensurate with experience - 40 hours per week (or more) with one weekend day per week mandatory.

Manager is (at all times) responsible for the day-to-day operations and is on-call for emergency situations. Manager may schedule their own hours but must be on-site a minimum of 40 hours per week including one day each weekend and holidays. Normally, the Manager opens and closes the Pool each day with the Head-Lifeguard performing those tasks when the Manager is not present.

GHA Head Guard:

Reports to: Pool Manager

Basic Responsibilities: Has all of the following responsibilities of a lifeguard, in addition to the following extra responsibilities:

1. To assume the responsibilities of the manager in his or her absence, and to report any problems encountered during this assumption of duty to the manager upon his or her return.
2. To assist the manager in the maintenance of the pool facilities, as deemed necessary by the manager.
3. To assist the manager in the process of observation and evaluation of the lifeguarding staff. All personnel decisions, however, lie solely with the manager.
4. To carry out any special assignments or duties relating to the smooth-running facility, as deemed necessary by the manager.
5. To assist the manager in the planning and running of pool social activities, such as picnics, splash parties, clam bakes, etc.

GHA Lifeguard:

Reports to: Head Guard when Pool Manager is absent

General Responsibilities:

1. To faithfully perform all daily assigned duties as defined by the shift you are working or as otherwise prescribed (especially on slow/ rainy days) by the pool manager.
2. To always wear proper uniform and have sunglasses and whistle with you at all times.
3. To maintain good public relations with all members and their guests at all times.
 - a. Use tact when dealing with adults.

- b. Be polite and courteous to pool members and guests at all times.
 - c. Do not react out of anger or irritation. Make rational decisions.
- 4. To always be prompt upon arrival (at least 5 min before shift) and fulfill guard rotation without delay.
- 5. To carry out opening and closing procedures efficiently and promptly. 6. To conduct yourself responsibly as a lifeguard throughout the day, whether you are on watch or not.
 - a. Always be alert- Don't wait for an accident to happen- PREVENT it from happening. Don't slouch in the chair or stare at one spot. Keep eyes and head moving at all times.
 - b. Use good judgment at all times- what may be appropriate at one time may not be at another.
 - c. Don't fool around when members are around.
 - d. No drinking alcoholic beverages or partaking in the use of intoxicating drugs before or during hours on duty.
 - e. No smoking while on duty or in office area.
 - f. Don't hang around the office when free.
 - g. Remember, YOU ARE LIABLE FOR ANY ACTION YOU TAKE OR FAIL TO TAKE!!!
- 7. To maintain pool grounds, including the following:
 - a. Watering, raking and other grounds maintenance as directed by the pool manager.
 - b. Picking up papers and other debris.
 - c. Keeping picnic and recreational areas tidy.
 - d. Garbage pick-up, bagging, and disposal
 - e. Skimming and vacuuming of the pool, and scrubbing its gutters in order to maintain a clean pool.
 - f. Hosing down and cleaning of bathrooms, showers and changing facilities.
 - g. Keeping ash trays available.

Specific Lifeguard Responsibilities:

- 1. When on watch:
 - a. General
 - i. To always be on time to your guard station. NEVER LEAVE a guard station until you are relieved!!
 - ii. To be alert- no eating or smoking is allowed on watch. Practice preventative lifeguarding whenever possible.
 - iii. To enforce all pool safety rules. Be polite and courteous at all times, and use tact when dealing with adults. So not scream at anyone, instead call them over to explain what rule was violated. Do not become "whistle happy".
 - iv. Always have two guards on duty unless otherwise instructed.
 - v. Do not socialize, listen to the radio, or have kids block your line of sight while guarding the pool.
 - vi. If you cannot deal with a situation, refer it immediately to the head guard, or to the manager in his or her absence.
 - vii. For an emergency, refer to the whistle signal system
- b. WHISTLE SIGNAL SYSTEM to be used at all times:

- i. ONE LONG BLAST- EMERGENCY- Implement emergency action plan.
- ii. 2 SHORT BLASTS- To signal a swimmer to enforce pool rules.
- iii. 3 SHORT BLASTS- To signal another lifeguard for any reason

c. Diving Area

- i. One person on the board at a time.
- ii. No running, pushing or cutting in lines.
- iii. Only one bounce permitted
- iv. Use ladders to get out of diving area
- v. Swim to nearest ladder
- vi. No back flips with front turning run.
- vii. Handstand and cartwheel dives are not permitted
- viii. No swimming across diving area
- ix. Splash dives are permitted until they get out of hand (ex.. splashing to get people outside of pool wet)
- x. Previous diver must reach ladder before next person enters the water.

2. Overall

- a. Watch for small children falling or jumping in.
- b. No running on pool aprons
- c. No pushing, shoving or tag on pool aprons.
- d. Tag permitted in pool if it is not crowded.
- e. No balls, Frisbees etc. allowing in pool
- f. Fins and masks allowed if used properly
- g. Snorkel devices permitted only on special occasion.
- h. No splashing out of pool
- i. No piggyback rides or chicken fights
- j. No walking or running along pool room
- k. No diving by red line
- l. Parents or babysitter must accompany child.
- m. No older children in pool, especially during adult swim
- n. No general horseplay, running or throwing toys or water.
- o. Children must be under 6 years old.
- p. Cover pool after closing. a a c. 3', 4', and 5' areas a d.

3. Kiddie Pool

- a. This is the most dangerous zone! Good judgment and lifeguarding techniques must be used. Prevent accidents before they happen.

4. When on gate:

- a. Make sure everyone checks in properly
- b. Keep kids away from office windows
- c. Fill out and sign all guest slips properly.
- d. To hand out and collect all equipment.
- e. To make care of all first aid situations and fill out reports for such situations.
- f. If listening to a radio, keep the volume down.
- g. Don't eat or smoke.
- h. Do not allow for the following items to be brought into the fence
 - i. Alcoholic beverages
 - ii. Food or snacks

iii. Glass bottles or containers

iv. iv. Candy

5. Pool Maintenance

- a. Vacuum pool as necessary to eliminate debris
- b. Skim pool each day as necessary
- c. Hose pool aprons as often as needed to get rid of debris

6. Cabana Upkeep

- a. Wash floors and keep clean
- b. Check bathrooms as part of regular rotation
- c. Refill paper supplies
- d. Disinfect each day
- e. Check light bulbs for replacement
- f. Keep shower floors clean and drains open
- g. Make sure hot water is running
- h. Clean water fountain daily