

Swim Team Coach

Burlingame Country Club (BCC), established in 1893, is a private, member-owned country club located just south of the San Francisco airport and employs approximately 100 part and full time employees. It is recognized as one of the most prestigious private clubs in the country. Facilities include a magnificent Clubhouse that offers overnight guest rooms, several dining and banquet areas capable of accommodating up to 550 guests, seasonal snack bar, main kitchen, satellite kitchen, bar and lounge and various Member reception areas. An 18 hole golf course, tennis facility, swimming pool and associated maintenance areas and pro shops complete the amenities of the facility

BCC seeks an experienced and energetic coach to expand our Swim Team Program for participants aged 6 to early teens. Practices begin early June through the second week in August, Tuesday- Friday from 4-5 PM and Saturdays 9 to 10 AM. Additional hours are needed to craft and create the program.

Our recently renovated pool facilities have created a need for a structure and well planned swim team program that will offer a competitive environment and instructional and associational opportunities for participants, most of whom are beginner to intermediate swimmers.

The successful candidate will have extensive experience with planning and executing fun and instructional swimming programs for children. Creativity and the ability to effectively interact with both children and their parents is essential. Red Cross certification in life guarding, CPR and First Aid is required. AED training is desired. Must have a current certification as a Red Cross water safety instructor.

This is a part-time position that could be combined with the duties of a head lifeguard or private swimming instructor for additional hours during the summer season. The hourly wage for coaching will range from \$20-\$30 per hour, depending on experience. Monday golf course privileges are provided with this position.

This is a wonderful opportunity to impact a children's program in a quality private club environment.

Please email resume and cover letter, in WORD format, to Gerard@burlingamecc.org

We thank all applicants for their interest, however, only candidates selected for interviews will be contacted.

Head Life Guard Position

Burlingame Country Club (BCC), established in 1893, is a private, member-owned country club located just south of the San Francisco airport and employs approximately 100 part and full time employees. It is recognized as one of the most prestigious private clubs in the country. Facilities include a magnificent Clubhouse that offers overnight guest rooms, several dining and banquet areas capable of accommodating up to 550 guests, seasonal snack bar, main kitchen, satellite kitchen, bar and lounge and various Member reception areas. An 18 hole golf course, tennis facility, swimming pool and associated maintenance areas and pro shops complete the amenities of the facility

BCC is seeking an experienced person to manage our summer pool operations; including maintaining standards and procedures, scheduling, rules of conduct, safety and sanitation guidelines. The Head Life Guard implements all water safety policies and procedures and supervises members, guests and staff in and around the pool area while maintaining courtesy, diplomacy and Club operational standards at all times.

Essential Job Tasks include:

- 1.) Performs pool opening duties according to established procedures and check lists to include; opening office and gates, removing “No Lifeguard Signs”, ensuring that all safety equipment is functional and in place, testing water and logging readings, putting out guest register at podium and completing new daily shift report, opening all umbrellas, assisting with cleaning and proper positioning of furniture and reporting any additional cleaning needed or repairs to housekeeping or maintenance.
- 2.) Performs pool closing duties according to established procedures and checklists to include; cleaning and straightening all furniture, closing all umbrellas, completing final pool water check and daily logs, taking dirty towels to laundry and restocking towels, submitting required paper work to the Front Desk, displaying “No Lifeguard Signs”, locking all appropriate gates and office.
- 3.) Schedules all swimming staff and distributes copies to appropriate departments.
- 4.) Administers care to swimmers’ injuries, such as small cuts and scrapes.
- 5.) Enforces rules of conduct at the pool including the Club’s standards of dress and cell phones policies and insures other guards are also enforcing rules of conduct.
- 6.) Assists in maintaining and keeping clean the pool area, locker rooms and surrounding terrace areas.
- 7.) Conducts all duties and procedures as instructed and assigned by management
- 8.) Is punctual with all shifts, lessons, duties and activities
- 9.) Takes rest breaks according to established procedure ensuring the immediate facility needs and a safe environment around the pool are maintained.
- 10.) Inspect required daily logs and insures pool staff is checking pH and chlorine levels as required. Reports any unacceptable levels to the Manager On Duty as soon as possible and takes appropriate action to correct the readings.

- 11.) Performs all work according to established safety and sanitary procedures.
- 12.) Avails him/herself, to the best of his/her abilities, to directly assist in the furtherance of Member satisfaction. Always maintains a friendly, hospitable and helpful attitude with all Members, guests and employees.

This position could be combined with other duties such as swim team coaching, private swim instructional lessons and junior activities camp events. Open from May 24th to June 15th for weekends. Beginning June 17th the pool will be open on Tuesdays-Sundays until Sept 1st.

This is a full time position for the 2008 summer season. Hourly wage for the Head Lifeguard will be \$16-\$17 per hour, depending on experience. Private instruction rates range from \$20-\$25 dollar per hour. Monday golf privileges and meals are offered with this position.

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