

# VILLAGE OF POTSDAM RECREATION – JOB DESCRIPTIONS

All of the following positions are Seasonal, and located at Sandstoner Park, 43 Pine Street, Potsdam, NY. Up to 40 Hours Per Week available for lifeguards from Mid-June to end of August. Up to 25-30 Hours Per Week available for playground leaders during Summer Recreation Program that usually operates 5-6 weeks starting in July.

\*All lifeguards are required to ensure the safety of patrons in and around the waterfront and monitoring swimmers, and enforcing all safety rules. Guards may assist in kayak and paddle board rentals when not in the chair, and with other duties including raking sand, cleaning debris from the beach, and cleaning/checking bathrooms, reporting any issues to maintenance.

## HEAD LIFEGUARD

**Purpose:** Responsible for the safety of the beaches and its visitors. Act as advisor and role model for other guards and staff, while helping coordinate schedules for all lifeguards.

**Qualifications:** Must be certified in Lifeguard Training, WSI (preferred) and have current CPR/AED.  
Must be 18 years or older.  
Lifeguard experience or previous lifeguard supervisory experience preferred.

## LIFEGUARD

**Purpose:** Responsible for the safety of the beaches and its visitors. Act as advisor and role model for other guards and staff, while helping coordinate schedules for all lifeguards.

**Qualifications:** Must be certified in Lifeguard Training, WSI (preferred) and have current CPR/AED.  
Must be 16 years or older.  
Lifeguard experience or previous lifeguard supervisory experience preferred.

## LIFEGUARD ASSISTANT / SUBSTITUTE LIFEGUARD

**Purpose:** Available at an on-call basis in the absence of other staff members. Assistants and Substitutes often have other primary summer employment, but represent Potsdam Recreation when available.

**Qualifications:** Must be certified in Lifeguard Training, WSI (preferred) and have current CPR/AED.  
Must be 16 years or older.  
Lifeguard experience or previous lifeguard supervisory experience preferred.

## LEARN-TO-SWIM INSTRUCTOR

**Purpose:** Responsible for supervision of learn-to-swim programs associated with Potsdam Summer Rec.

**Qualifications:** Must possess current certification as a Progressive Swimming Instructor (PSI).  
Must be certified in Lifeguard Training, WSI, and have current CPR/AED.  
Must be 18 years or older.  
Must have at least 2 years of lifeguard experience or previous lifeguard supervisory experience.

## SUMMER REC PRE-SCHOOL & PLAYGROUND SUPERVISOR

**Purpose:** Gatekeeper and record keeper of the daily attendance and plans for Summer Rec participants. This individual will contact and speak with parents/guardians about daily schedule changes and help inform parents about upcoming activities, as well as signing children in-and-out of the program daily.

**Qualifications:** Must be 16 years or older and have prior Summer Recreation employment status.

## SUMMER REC PLAYGROUND LEADER

**Purpose:** Entrusted to act as role models for the campers and promote safety and wellness during daily activities. Leaders will organize and play games with the participants and are responsible for ensuring staff to camper ratios are being upheld and all members are accounted for at all times.

**Qualifications:** Must be 16 years or older, or 15 years old with current working papers.  
Prior Summer Recreation employment preferred, but not mandatory.

## SUMMER REC ASSISTANT HEALTH DIRECTOR

**Purpose:** Available on site in absence of the Recreation Director. May also assist in screening immunization records.

**Qualifications:** Must be 18 years or older and have valid advanced First Aid certifications. Please contact Recreation Director for a list of accepted courses.