



## Lifeguard/Swim Instructor Standard Operating Procedure

### Morning

#### Clock-in at the Camp Office

- Meet your Director for your Morning Briefing, where schedule changes and announcements will be discussed

#### Drop-off (Camper Arrival)

- Lifeguards/Swim Instructors are assigned to carline and assist with greeting campers, getting them out of their cars, and helping them to their groups
- Lifeguards/Swim Instructors not assisting in carline should be assisting in the supervision and safety of campers and helping with any specified tasks

### Daily Schedule

- Follow daily schedule
- Use curriculum manual to plan and prep swim lessons
- Adapt lessons to each group's swim level
- Be fun and make a positive impact on your campers
- Track daily progress of each camper
- Complete and hand out weekly progress reports and awards
- Conduct safety checks throughout the day
- Participate in daily/weekly in-service training
- Make sure all campers are engaged in swim lessons
- Rotate lifeguard and swim instructor role based on schedule
- If a camper does not want to swim for any reason, do not force them to swim and let a Director know
- Incorporate Counselors/Coaches in swim lessons for supervision purposes
- Brief Director on any issues throughout the day
- Have fun!

### Afternoon

#### Pick-up (Camper Dismissal)

- Lifeguards/Swim Instructors who are assigned to carline assist by checking parent identification, walking campers from their groups, and bringing them to their cars
- Lifeguards/Swim Instructors not assisting in carline should be assisting in the supervision and safety of campers and helping with any specified tasks

#### Club OT Transition

- Assist Counselors and OT Team Members by completing the Club OT form for any camps and personally sign them in with the Club OT activity leader
- Inform Club OT Team Members of any special needs or medical conditions and hand-off fanny packs (if applicable)

- Return any fanny packs, not being sent to OT, to the Nurse's Office

**Swim Enrichment**

- Gather campers for private swim lessons and bring to pool area
- Supervise locker rooms/changing areas and assist campers with the changing process when needed. *Do not put yourself in a situation where you are alone with a child.*
- Teach private swim lesson based on child's swim level
- Bring campers to OT once swim lessons are over or to the dismissal area if parents have arrived

**Clock out at the Camp Office**

- Clean up/organize pool area
- Check-in with your Director, if needed