

Hui Mālama O Ke Kai Foundation

JOB DESCRIPTION

Position Title: Kia'i Ola (On Call Lifeguard)	Date: October 2017
Department: Direct Program	FLSA Status: Exempt Non-Exempt
Reports To: Luna Papahana (Programs Manager)	Subordinates: None
PRIMARY RESPONSIBILITIES: Responsible for providing key water safety services on an on-call basis for the Hui Mālama O Ke Kai After-School programs serving 5 th to 12 th graders and their families.	
ESSENTIAL DUTIES & RESPONSIBILITIES: <ol style="list-style-type: none">1. Provide water safety services in an ocean setting.2. Teach water safety to program participants.3. Co-plan and assist in water activities.4. Oversee the safety of water activities.5. Monitor, anticipate, recognize, and respond to emergencies.6. Administer First Aid and CPR when needed.	
OTHER DUTIES & RESPONSIBILITIES: <ol style="list-style-type: none">1. Represent and model the organization's core values.2. Model and teach Native Hawaiian values.3. Serve as positive role model for program participants.4. Attend and assist in delivery of 'Ohana and site-based activities (i.e. monthly community work days that may include manual labor, yard work, light carpentry, etc.).5. Other duties as assigned.	
KNOWLEDGE SKILLS & ABILITIES: <ol style="list-style-type: none">1. A minimum of one year of experience as a lifeguard.2. Must have a current Open Water Lifeguard certification.3. Must possess certification in First Aid/CPR .4. Familiarity with ocean conditions at various beaches on O'ahu.5. Must be able to perform lifeguard water rescue and emergency procedures.6. Experience working with children preferred.7. Knowledge of Hawaiian culture and values preferred.	
PHYSICAL, MENTAL, AND COMMUNICATION DEMANDS: <ol style="list-style-type: none">1. Requires walking, standing, running, and swimming in ocean conditions.2. Requires tactful and courteous interaction with students, teachers, staff, and parents.3. High level of responsibility for the participants' safety.4. Must be able to respond appropriately to changes in the ocean conditions and in emergencies.5. Works independently with limited supervision.6. Strong communication skills, both oral and written.7. Requires giving instruction and direction to youth as well as adults.	

WORKING CONDITIONS:	
Outdoors on the beach and in the ocean. Minimal office work.	
EQUIPMENT USED:	
Ocean safety and ocean activity equipment, such as body boards, surfboards, canoe, paddles, etc.	
WORK HOURS:	
To be assigned/flexible with some weekend work required. Needs to be available between the hours of approximately 1:00pm and 6:00pm, any day of the week.	
ORGANIZATIONAL STANDARDS:	
<p>Staff members must be able to work effectively within a rapidly growing, non-profit organization. Our day-to-day working relationships include the following commitments:</p> <ol style="list-style-type: none"> 1. As a team, we focus on providing quality, timely service to our clients. Integrity is present in all our decisions and actions. We keep the promises we make. 2. We foster mutual trust and respect through open, accurate, and timely communication with each other and with our clients. We seek each other out for guidance and welcome constructive critiques of our work. 3. We place organizational goals above personal goals. We value the ability to work independently, but we work without ego when working in a group. 4. We are committed to improving our personal and organizational strengths and weaknesses. We recognize individual and group accomplishments. We believe that work environments need large doses of optimism, humor and forgiveness. 5. We strive in every moment to model the core values of the organization: aloha – in the presence of something greater than ourselves; pono – self-discipline, mindfulness, consciousness; pa’ahana – hard work, steadfastness, finishing what you start. 	
<p><i>The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.</i></p>	
REVIEWED BY:	
Employee:	Date:
Luna Papahana (Programs Manager):	Date: