



2016 POOL COMPLEX STAFF APPLICATION

EMPLOYMENT DATES:

Full Pool Season: May 28th - September 11th

Swim Instructor Season: June 27th – August 5th

POSITIONS

Position	Ages	Total Hours	Dates	Additional Information
Lifeguard Full-Time	16 yrs & Older	40 hrs per week	June 27 th – August 19 th *	Hours are guaranteed during permanent schedule.
Lifeguard Part-Time	16 yrs & Older	Varies – up to 40 hrs per week	Pre Season: May 28 th – June 26 th Post Season: Aug 20 th – Sept 11 th	Required to work a minimum of 20 shifts. Fill in shifts available June 27 th – Aug 19 th
Swim Instructor	16 yrs & Older	Monday-Friday 40 hrs per week	June 27 th – August 5 th *	Additional lifeguarding shifts required including weekends. <u>Must be able to work entire camp season.</u>
Swim Instructor Aide	15 yrs old	Monday-Friday 40 hrs per week	June 27 th – August 5 th	Must attend all camp days.
Cashier	15 yrs & Older	40 hrs per week	May 28 th – September 11 th	Flexible schedule. No certifications required.
Maintenance	16 yrs & Older	35 hrs per week	May 28 th – September 11 th	Flexible schedule. No certifications required.
Head Guard	21 & Older	40 hrs per week	May 28 th – September 11 th	Resume Required
Early Morning Lifeguard	18 yrs & Older	Monday-Friday 6am-9am 15 hrs per week @ increased salary	May 30 th – August 19 th	Main pool lap lanes only. Limited availability. Guards may do Early Morning and Full/Part Time Shifts
Extended Season Lifeguard	15 yrs & older	Monday – Sunday 11 AM to 3PM	August 29 th – September 11 th	4 hour shifts Mon – Fri 7 hour shifts Sat & Sun Main pool lap lanes only.

*** Full-Time Lifeguards & Swim Instructors are expected to be available to work fill-in shifts outside of these date ranges. This includes select weekends and holidays such as Memorial Day, July 4th, & in some cases, Labor Day.**

Anyone applying for a Lifeguard or Swim Instructor position must hold current certifications or be registered in a Lifeguarding and CPR for the Professional Rescuer/First Aid course to be held prior to Pool Complex opening. Any offer of employment is contingent upon successful completion of this course. Certificates of Completion must be presented.

SALARY

The following is a salary range for each position (hourly rate.)

Lifeguards/Swim Instructors: \$9.00 - \$12.00

Cashier/Maintenance: \$8.50 - \$11.00

Instructor Aide: \$754 total for Day Camp season

Head Guard: \$15.50 - \$17.50

Early Morning/Extended Season Lifeguard (August 29th – Sept. 11th): \$12.00 +

PROCEDURE

- A. Fill out the attached application COMPLETELY.
- B. After you have completed the application, submit to:
Scarsdale Parks, Recreation and Conservation Department, 1001 Post Road, Attention: Dan Walczewski
 - You may be contacted and asked to provide references upon interview

The Scarsdale Parks, Recreation and Conservation Department will begin reviewing pool applications in mid-March. Pool positions are limited. Not all applicants will be contacted for an interview. Select applicants will be contacted only if a position is available.



Scarsdale Pool Complex Staff Application 2016

APPLYING FOR: Head Guard Lifeguard Part-time Lifeguard Early Morning Lifeguard
 (mark all that apply) Swim Instructor Swim Instructor Aide Extended Season Lifeguard (8/29-9/11)
 Maintenance Cashier

Name: _____ Date: _____
 Address: _____ Street _____ City _____ State _____ Zip Code _____ Cell Phone: _____
 Email: _____ Home Phone: _____
 Social Security Number: _____ - _____ - _____ Birth Date: _____ Male: _____ Female: _____

EDUCATION:

Education	Name of School	Current Year or Last Year Completed	Year Graduated	Degree Received or Current Major
High School		1 2 3 4		
College		1 2 3 4		
Post College		1 2 3 4		

PREVIOUS EMPLOYMENT & EXPERIENCE:

List PAID Experience

<u>Organization</u>	<u>Titles</u>	<u>Type of Work/Duties</u>	<u>Dates To/From</u>	<u>Employer</u>	<u>Phone Number</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

List any volunteer experience or experience with children (ie. teaching, recreation, babysitting, etc.)

1. _____
 2. _____

REFERENCES:

If in school, include name of Dean or Advisor

<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Phone Number</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Continue on reverse side



INFORMATION:

Do you hold a current Lifeguarding certification? Yes ___ No ___ **Do you hold a current WSI certificate?** Yes ___ No ___

If yes, indicate which one, the expiration date and when you received it _____

Have you had any past convictions or current charges concerning a crime involving children? Yes ___ No ___

If yes, please explain _____

Are you presently applying for another position with the Village? Yes ___ No ___

If Yes, Please specify: _____

Have you worked for the Village of Scarsdale in any other capacity in the past? Yes ___ No ___

If Yes, indicate what position. _____

What days and times are you available to work?

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

How many hours a week are you available to work during the summer? _____

What dates are you available from 5/28 through 9/11? _____

IF UNDER 18, YOU MUST HAVE WORKING PAPERS TO BE EMPLOYED

Obtain through high school nurse – do not attach working papers to this form. A copy will be required immediately upon being hired.

ALL THE ABOVE STATEMENTS ARE TRUE _____ Date: _____

Applicant Signature

----- **FOR OFFICE USE ONLY** -----

Comments:

Special request of applicant:

Reference Check: Reference _____ Re-hire _____ Director/Manger Knows _____

Evaluation:

Position Hired As: _____

Waiting List: _____ Not Hired: _____

Comments: _____

Signature of Interviewer _____ **Interviewed on:** ___/___/___