



2017 POOL COMPLEX STAFF APPLICATION

EMPLOYMENT DATES:

Full Pool Season: May 27th - September 10th
Swim Instructor Season: June 26th – August 4th

POSITIONS

Position	Ages	Total Hours	Dates	Additional Information
Lifeguard Full-Time	16 yrs & Older	40 hrs per week	June 26 th – August 17 th *	Hours are guaranteed during permanent schedule.
Lifeguard Part-Time	16 yrs & Older	Varies – up to 40 hrs per week	Pre Season: May 27 th – June 25 th Post Season: Aug 18 th – Sept 10 th	Required to work a minimum of 20 shifts. Fill in shifts available June 26 th – Aug 17 th
Swim Instructor	16 yrs & Older	Monday-Friday 40 hrs per week	June 26 th – August 4 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 26 th – August 4 th	Must attend all camp days.
Cashier	15 yrs & Older	40 hrs per week	May 27 th – September 10 th	Flexible schedule. No certifications required.
Maintenance	16 yrs & Older	35 hrs per week	May 27 th – September 10 th	Flexible schedule. No certifications required.
Assistant Pool Manager/ Head Lifeguard	21 & Older	40+ hrs per week	May 27 th – September 10 th	Resume Required
Early Morning Lifeguard	18 yrs & Older	Monday-Friday 6am-9am 15 hrs per week @ increased salary	May 29 th – August 18 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 28 th – September 10 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.

SALARY

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

Lifeguards/Swim Instructors: \$10.00 - \$13.00

Cashier/Maintenance: \$9.50 - \$12.00

Instructor Aide: \$754 total for Day Camp season

Assistant Pool Manager/Head Lifeguard: \$16.00 - \$21.00

Early Morning/Extended Season Lifeguard (August 28th – Sept. 10th): \$12.00 +

PROCEDURE

- A. Fill out the attached application COMPLETELY.
- B. Please **DO NOT** attach copies of lifeguard certifications or working papers to application. If contacted for an interview, the applicant should provide these documents at that time. Applicant should indicate which certifications they hold by completing the appropriate section on application. Letter(s) of reference **MAY** be attached to application, but are not required.
- C. After you have completed the application, submit to:
Scarsdale Parks, Recreation and Conservation Department, 1001 Post Road, Attention: Dan Walczewski
- D. The Scarsdale Parks, Recreation and Conservation Department will begin reviewing pool applications in mid-March. **Pool positions are limited. Due to the volume of applications received, 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 2017

APPLYING FOR: Assistant Pool Manager Head Lifeguard Lifeguard Part-Time Lifeguard
 (mark all that apply) Early Morning Lifeguard Swim Instructor Swim Instructor Aide
 Extended Season Lifeguard (8/28-9/10) Cashier Maintenance

Name: _____ Date: _____
 Address: _____ Street _____ City _____ State _____ Zip Code _____ Cell Phone: _____
 Email: _____ Home Phone: _____
 Social Security Number: _____ - _____ - _____ Birth Date: _____ Age: _____ 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/tutoring, recreation, babysitting, etc.)

1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

REFERENCES:

If in school, include name of Dean or Advisor. Current and/or former pool employees may be used for a maximum of one (1) reference.

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

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 (including Day Camp)? Yes___ No___

If Yes, Please indicate what position: _____

Have you worked for the Village of Scarsdale in any other capacity in the past? Yes ___ No___

If Yes, Please 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 5/27 through 9/10? _____

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

Obtain through high school nurse – do not attach working papers to this form.

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:** ___/___/___