

Shorewood Hills Pool **Applicant Information – 2010**

The Shorewood Hills Pool is a 50-Meter, 10-lane outdoor facility. There is an additional wading pool with water features as well as a concession area and locker room facilities. The pool has a diving well incorporated into the deep end, with two 1-meter diving boards.

Our pool operates on seasonal memberships that are open to both Shorewood Hills residents as well as those from around the Madison area. A typical day at the pool will incorporate open swim times as well as organized programs that include swim and dive lessons, swim and dive teams, water ballet, masters swimming, and water aerobics. The pool is generally in use from 6:00 AM until 9:00 PM. In addition, we host several events including such things as a water ballet show, a triathlon, weekly swim and dive meets, and various membership events.

The pool season will run from Memorial Day Weekend (May 29) through September 1. We will also try to extend the season through Labor Day (September 6th) if sufficient staff availability exists. **All applicants are expected to be available for the vast majority of this time period.** Specific requirements per position will be identified below. During each shift, the pool is typically staffed with a manager, 3-8 lifeguards, 2 front desk checkers, and 2 concession staff. In addition, coaches and instructors from the above listed activities will be on deck as those activities are taking place. The pool has 6 guard chairs, which are staffed, based on the pool usage at each specific time of day. The total pool staff is generally between 60-70 employees.

The Shorewood Hills Pool has a true community feel, with many familiar faces returning each day. The Pool Committee is seeking staff members who are dependable, responsible, and enjoy hard work, but who can also enjoy the fun and enthusiastic nature of an outdoor pool. There is a well-balanced mix of work and fun throughout the summer, and we continually enjoy the many staff members who return each year for another season. If you enjoy the atmosphere of an outdoor pool and are looking for a great place to spend your summer, then this is the place for you!

Assured application consideration date is Friday, February 26, 2010 however positions will be filled on a rolling basis as qualified applicants are identified. Therefore, if you are interested in working at the Shorewood Hills Pool this summer, you should apply for a position as soon as possible. **After you have downloaded and completed the application, please mail to: Village of Shorewood Hills, 810 Shorewood Blvd., Madison, WI, 53705. Alternatively, it may be scanned and emailed to Chris Carbon, at info@shorewoodpool.com. You should receive an email verifying receipt of your application within one week. If you do not receive an email confirmation, please contact us for verification at the contacts listed at the bottom of this form.**

Assistant Manager: This position involves the general oversight of all pool operations in the absence of the Pool Manager. Assistant Managers must have a flexible schedule to accommodate rotating shifts at the pool. Shifts are generally from 10:00 AM until 3:30 PM and from 3:30 PM until 9:00 PM. The position averages 30-35 hours per week. Wage is hourly and is based upon qualifications and experience. Applicants should hold current certifications in Lifeguarding, CPR (with AED), and First Aid, or be able to have certifications current by the opening weekend (May 29).

Head Guard: The Head Guard will primarily perform the duties of a Lifeguard/Instructor, however will also assume the role of the Assistant Manager at least once a week. Additionally, this position will oversee the Lifeguard make-up drill sessions, and may participate in the oversight of the swimming lessons along with the managerial staff. This position will be paid hourly, based on qualifications and experience. Applicants should hold current certifications in Lifeguarding, CPR (with AED), and First Aid, or be able to have certifications current by the opening weekend (May 29).

Lifeguard / Instructor: Lifeguards will average 20-35 hours per week, with the higher end occurring during lesson instruction time periods. Lifeguards should hold current certifications in Lifeguarding, CPR (with AED), and First Aid, or be able to have certifications current by opening weekend (May 29). Lifeguards are paid on an hourly wage that is commensurate with experience. **All lifeguards are expected to instruct swimming lessons which are held in two, three-week sessions that will run from June 14 to July 1 and July 5 to July 22.** Lessons are held Monday through Thursday in both sessions. They run from 10:30 AM – 12:30 PM, consisting of four, 25-minute lessons, each separated by a 5-minute break. An additional \$1.00/hour will be added to the base lifeguard wage during this time. Lifeguards will not be permitted to have any planned absences during the swim lesson time periods. Finally, lifeguards will also have guard drills scheduled on Monday evenings at 8:00 PM on the following dates: May 27 (Thursday, time TBA), June 7, June 14, June 21, July 5, July 12, August 2, and August 9. Guards may have at the most, 2 excused absences from these drills.

Part-Time Guard / Instructor: This is a guard position with the same requirements as stated above in “Lifeguard / Instructor”. Part-time guards will be scheduled for 1-2 shifts per week and will also be expected to teach at least one session of lessons, however preference may be given to those applicants who are available to teach both sessions.

Sub-Guard: This is a guard position with the same requirements as stated above in “Lifeguard / Instructor”. Sub-Guards, however, will not be required to teach lessons and do not have any scheduled hours. These guards should have a sufficient level of experience to be comfortable performing without regularly scheduled shifts.

Lesson Instructor: This is a staff position that solely teaches swimming or diving lessons during the two sessions of lessons that are described under the “Lifeguard / Instructor” description. Applicants need not apply for this position if they are applying for Lifeguard/Instructor or Part-time Guard/Instructor positions.

Checker / Concessions: This position requires that applicants have completed 8th grade by the end of the current school year, and will be entering as High School freshman in the fall. If a sufficient number of applications are received, preference will be given to those applicants who are in their freshman year at the time of application. The position will have the hours split between the front desk area and the concession stand. This position will average 8-12 hours/week.

Checker/Concessions AND Part-time Guard/Instructor: This position combines the two roles. This is a great opportunity for those currently in their junior year in high school who have just received their lifeguarding certifications. The position will have checker/concession hours as described above, and will also have one guard shift per week. Additionally, the position would require the guard drill attendance and the ability to teach at least one session of lessons. These are described under the “lifeguard/instructor” section.

Assistant Swim Coach: All coaching positions involve age-group coaching of a wide range of ability and interest levels. Children will range from 6 to 18 years of age. After being hired, there will be an age-specific focus for each coach on staff. The season begins on June 7, and will run for eight weeks, ending on July 31. There are daily practices with a swim meet each Saturday morning. Unless extenuating circumstances exist, coaches are expected to attend all meets throughout the season. The position is salaried, based on qualifications and experience.

Head Swim Coach: The dates and practice obligations are described above under “assistant swim coach”, however this position will also be charged with the oversight of the assistant coaches and the following duties: team member registration, team calendar of events, meet entry and registration process, set-up and hosting of home swim meets, communication with other league coaches, communication with parents, communication with pool manager and swim team parent committee. Various other miscellaneous duties as deemed necessary for a successful season of swimming.

Assistant Dive Coach: All coaching positions involve age-group coaching of a wide range of ability and interest levels. Children will range from 6 to 18 years of age. After being hired, there will be an age-specific focus for each coach on staff. The season begins on June 7, and will run for eight weeks, ending on July 31. There are daily practices with a dive meet each Friday evening. Unless extenuating circumstances exist, coaches are expected to attend all meets throughout the season. The position is salaried, based on qualifications and experience.

Head Dive Coach: The dates and practice obligations are described above under “assistant dive coach”, however this position will also be charged with the oversight of the assistant coaches and the following duties: team member registration, team calendar of events, meet entry and registration process, set-up and hosting of home dive meets, communication with other league coaches, communication with parents, communication with pool manager and dive team parent committee. Various other miscellaneous duties as deemed necessary for a successful season of diving.

Master’s Swimming Coach: This position involves coaching master’s swimmers with a wide range of abilities and varying goals. It will begin on June 7th and run through August 30th. Practices are held on Monday and Wednesday evenings, from 6:00 PM – 7:30 PM. There are two coaches on deck for each practice. Position is paid hourly.

Water Ballet Instructor: This position involves the coaching, organization, and planning of activities involved with a five-week water ballet program that culminates with a season-ending show. Practices are held Monday through Thursday, from 6:00 PM – 8:00 PM. Program dates are June 14th – July 18th. Participants possess a wide array of ability and experience. There will be three instructors on deck at each practice. Position is salaried.

Water Aerobics Instructor: This position involves leading a group of adult participants through a one-hour water aerobics session. Sessions are held Monday – Friday, from 12:30 PM to 1:30 PM, and the hours are split between two instructors. Program dates are June 7th – August 31st. Position is paid hourly, based on experience and qualifications.

Logrolling Instructor: This position will involve the instruction of a new log rolling course at the pool this summer. Exact dates and times are presently unknown, however they will be solidified prior to the interview process. Likely time would be early evening on weekdays, 1-2 days per week.

Note: This handout is intended to serve as a general informational tool. Some information may change. Any questions may be directed to the pool manager, Chris Carbon, by email at info@shorewoodpool.com, by phone (608-577-8584), or may be addressed through the interview and hiring process. Additional applications are available at: www.shorewoodpool.com/employment.htm.

PLEASE KEEP THIS HANDOUT FOR REFERENCE INFORMATION

POOL

VILLAGE OF SHOREWOOD HILLS

APPLICATION FOR EMPLOYMENT

POOL

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) applied for: (Please check all that apply)	<input type="checkbox"/> Assistant Manager	<input type="checkbox"/> Head Swim Coach	<input type="checkbox"/> Checker/Concessions	<input type="checkbox"/> Master's Swim Coach
	<input type="checkbox"/> Head Guard	<input type="checkbox"/> Assistant Swim Coach	<input type="checkbox"/> Water Ballet Instructor	<input type="checkbox"/> Logrolling Instructor
	<input type="checkbox"/> Lifeguard/Instructor	<input type="checkbox"/> Head Dive Coach	<input type="checkbox"/> Water Aerobics Instructor	
	<input type="checkbox"/> Substitute Guard	<input type="checkbox"/> Assistant Dive Coach	<input type="checkbox"/> Lesson only Instructor	
	<input type="checkbox"/> Part-time Guard/Instructor		<input type="checkbox"/> Part-time Guard/Instructor AND Checker/Concessions	

How did you learn about this opening?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in
<input type="checkbox"/> School (MATC / UW)	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Name: Last _____ **First** _____ **Middle Initial** _____

Address: Number Street _____ **City** _____ **State** _____ **Zip Code** _____

Telephone Number(s): (Please check preferred number) <input type="checkbox"/> Home <input type="checkbox"/> Work: <input type="checkbox"/> Cell:	Driver's License Number:
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E-mail Address:	Date of Application:
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Will you be 18 years old or older when your Village employment starts (May 23, 2009)? _____ Yes _____ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ Yes _____ No

Have you ever filed an application with us before? _____ Yes _____ No
If yes, give date(s) _____

Have you ever been employed with us before? _____ Yes _____ No
If yes, give date(s) _____

Are you a Shorewood Hills Pool Member? _____ Yes _____ No
Non-membership will not disqualify an application from employment

Are you currently employed? _____ Yes _____ No

May we contact your current employer? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
Conviction will not necessarily disqualify an application from employment

If yes, please explain _____

EDUCATIONAL HISTORY

	Name of School	Course of Study/Major	Years Completed	Diploma / Degree
Grade School (Middle School)				
High School				
Undergraduate College / Technical				
Graduate Professional				
Other (Specify)				

Present Year in School: (At time of application) Middle / High School: 8th 9th 10th 11th 12th
 College: Fresh Soph. Jr. Sr. 5th

SPECIALIZED TRAINING AND CERTIFICATIONS

Total Lesson Experience (years or seasons):		
Total Guarding Experience (years or seasons):		
Total Coaching Experience (years or seasons):		
Certifications	<input type="checkbox"/> Lifeguard Exp. Date (MM/YY):	<input type="checkbox"/> WSI Exp Date (MM/YY):
	<input type="checkbox"/> CPR Exp Date (MM/YY):	<input type="checkbox"/> First Aid Exp Date (MM/YY):

- IF CERTIFICATIONS ARE EXPIRED, WILL YOU BE RENEWING THEM BEFORE MEMORIAL DAY WEEKEND (MAY 29, 2010)? YES NO N/A

SUMMER AVAILABILITY

Please list any / all dates during the pool season, Memorial Day Weekend (May 29, 2010) through closing day (September 1, 2010), in which you have conflicts (such as classes, vacations, camps, other employment, etc.) that would prohibit you from working, or limit your availability.

- EARLIEST DATE OF AVAILABILITY FOR WORK: _____
- LAST DATE OF AVAILABILITY FOR WORK AT THE END OF THE SEASON: _____
- IF THE POOL WERE TO REMAIN OPEN BEYOND SEPTEMBER 1ST, WOULD YOU BE AVAILABLE FOR CONTINUED EMPLOYMENT? (ANSWER DOES NOT AFFECT EMPLOYMENT) YES NO UNSURE

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your most recent job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please continue on a separate piece of paper, if necessary

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ADDITIONAL INFORMATION

Please list any additional activities, certifications, awards, experience, or any other information, which you believe would be helpful in the review of your application.

REFERENCES

1.		
	(Name)	(Phone #)
	(Address)	
2.		
	(Name)	(Phone #)
	(Address)	
3.		
	(Name)	(Phone #)
	(Address)	
4.		
	(Name)	(Phone #)
	(Address)	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized party of the Village of Shorewood Hills.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant _____

Date

