

## Shorewood Hills Pool Applicant Information – 2008

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” of the pool that currently has 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 have several events including such things as a water ballet show, swim and dive meets, and the Badger State Games.

The pool season will run from Memorial Day Weekend (May 24, 2008) thru Labor Day Weekend (September 1, 2008). **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. Applications are available at: [www.shorewoodpool.com/employment.htm](http://www.shorewoodpool.com/employment.htm). **Assured application consideration date is Monday, February 25, 2008 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.

**Assistant Managers:** 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 24, 2008).

**Head Guard:** The Head Guard will primarily perform the duties of a Lifeguard, 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 will likely participate in the oversight of the swimming lessons along with the managerial staff. This position will be paid hourly, based on qualifications and experience.

**Lifeguard / Instructor:** Lifeguards will average 25-35 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 24, 2008). Lifeguards are paid on an hourly wage that is commensurate with experience. All lifeguards are expected to instruct swimming lessons which are held in both a two and three-week session that runs from June 16 to June 27 and July 7 to July 24. Lessons are held Monday through Friday in the first session and Monday through Thursday in the second session. 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 increase 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 22 (Thursday, time TBA), June 2, June 9, June 16, July 7, July 14, August 4, and August 11. 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. 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.

**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.

**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.

**Checker / Concessions:** This position requires that applicants have completed 8<sup>th</sup> grade by the end of the current school year, and will be entering as freshman in the fall. The position will have the hours split between the front desk area and the concession stand. This position will average 10-12 hours/week.

**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 9, and will run for eight weeks, ending on August 2. 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.

**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 9, and will run for eight weeks, ending on August 2. 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.

**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 16<sup>th</sup> and run through August 27<sup>th</sup>. Practices are held on Monday and Wednesday evenings, from 6:00 PM – 7:00 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 aerobics 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 16<sup>th</sup> – July 20<sup>th</sup>. 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. Position is paid hourly.

**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, at [info@shorewoodpool.com](mailto:info@shorewoodpool.com), or may be addressed through the interview and hiring process.



# ***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.

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

**EQUAL OPPORTUNITY EMPLOYER**

## ***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***

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

- IF CERTIFICATIONS ARE EXPIRED, WILL YOU BE RENEWING THEM BEFORE MEMORIAL DAY WEEKEND (MAY 24, 2008)?     YES     NO     N/A

## ***SUMMER AVAILABILITY***

Please list any / all dates during the pool season, Memorial Day Weekend (May 24, 2008) through Labor Day Weekend (September 1, 2008), 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 LABOR DAY WEEKEND, WOULD YOU BE AVAILABLE FOR CONTINUED EMPLOYMENT? (ANSWER DOES NOT AFFECT EMPLOYMENT)     YES     NO     UNSURE

***EQUAL OPPORTUNITY EMPLOYER***

## ***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***

<b>1.</b>		
	(Name)	(Phone #)
	(Address)	
<b>2.</b>		
	(Name)	(Phone #)
	(Address)	
<b>3.</b>		
	(Name)	(Phone #)
	(Address)	
<b>4.</b>		
	(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**

