

## **SENIOR STAFF MEMBER INFORMATION**

### **I. Salary schedule**

\$10.50 - \$12.00

### **II. Minimum job requirements**

- A. Current American Red Cross certification in WSI, Basic Lifeguarding, Community First Aid and Safety, and CPR for the Professional Rescuer (or its American Heart Association equivalent).
- B. Mature
- C. Highly responsible
- D. Ability to command the respect of staff
- E. Ability to work well with the community, especially parents.
- F. Ability to maintain good communications with his or her superior, implementing the superior's directives.
- G. Is extremely concerned with safety practices.
- H. Is concerned with maintaining high standards of operation.

### **III. Scheduling of hours**

- A. The senior staff position is a combination of administrative, teaching, and lifeguarding duties. Administrative duties shall constitute no more than 50% of the worked hours. This individual will schedule his or her own hours, but shall not exceed 40 hours per week without permission of the employer.

### **IV. In-service**

- A. The senior staff member is to meet with the employer at least two weeks prior to the start of the summer program to discuss program needs. At this time, the senior staff member shall help plan the mandatory in-service which will take place before the facility is opened for the season.

### **V. Evaluations**

- A. The senior staff member shall be evaluated by the Pool Manager. The senior staff member shall be evaluated on his or her ability to carry out directives, ensure the enforcement of handbook regulations, and deal with the public.
- B. The senior staff member shall present staff evaluations to the Pool Manager. The evaluations will then be jointly reviewed. The Pool Manager will then write the format evaluation for presentation to the City Council by August 15 of each summer season.

### **VI. Specific duties of the senior staff member:**

- A. Schedule staff fairly. The senior staff member shall schedule staff in accordance with directives given by the Pool Manager.
- B. Require all staff to abide by the directives specified in the staff handbook.
- C. Immediately notify the Pool Manager of any inability to schedule staff.

## WATER SAFETY INSTRUCTORS/LIFEGUARDS INFORMATION

### I. Salary Schedule

<u>Lifeguard</u>	<u>Instructor</u>
Step 1 (start) \$8.00	Step 1 (start) \$9.50
Step 2 \$8.33	Step 2 \$9.75
Step 3 \$8.66	Step 3 \$10.00
Step 4 \$9.00	Step 4 \$10.25
Step 5 \$9.33	

Salary step is dependent upon previous experience.

### II. Minimum job requirements

This facility shall attempt to hire first individuals holding both a WSI and a Lifeguarding Certificate.

WSI: Current certification in American Red Cross Water Safety Instruction.

Lifeguard: Current certification in American Red Cross Basic Lifeguarding, Community First Aid and Safety, and CPR for the Professional Rescuer (or its American Heart Association Equivalent). Other nationally certified Lifeguarding credentials would be closely scrutinized to see if the candidate has comparable skills to the ARC certifications.

**Application for Employment at the West Carver Community Pool**  
City of Norwood Young America  
10 First Avenue NE, PO Box 59  
Norwood Young America MN 55368

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**RETURN 3-PAGE APPLICATION TO CITY OFFICE BY 4 P.M., March 26, 2010**

**DIRECTIONS:** You may check more than one position. As an example, if you check both the Senior Staff position and WSI/Lifeguard, it would mean that you are seeking the Senior Staff position but would like to be considered for a WSI/Lifeguard position if not chosen as the Senior Staff Member:

**POSITION APPLIED FOR (PLEASE CHECK):**

Senior Staff Member       WSI and Lifeguard  
 WSI Only       Lifeguard Only

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**Age if under 18:** \_\_\_\_\_

**DO YOU HAVE CURRENT CERTIFICATION IN:**

**American Red Cross WSI**

Yes / No / Plan to take yet this spring

**American Red Cross Basic Lifeguarding**

Yes / No / Plan to take yet this spring

**American Red Cross Community First Aid and Safety**

Yes / No / Plan to take yet this spring

**American Red Cross CPR for the Professional Rescuer or its AH Assn. Equivalent**

Yes / No / Plan to take yet this spring

**PHOTOCOPIES OF YOUR CERTIFICATES**  
**MUST ACCOMPANY THIS APPLICATION**

**PREVIOUS WORK EXPERIENCE:**

Name of Employer: \_\_\_\_\_  
Supervisor Name, Address, and Phone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Employment: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Supervisor Name, Address, and Phone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Employment: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Supervisor Name, Address, and Phone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Employment: \_\_\_\_\_

**Are you available full or part time:** \_\_\_\_\_

**If part time, list hours available:** \_\_\_\_\_

**List any dates you will not be available this season (June 9 – August 19):**

\_\_\_\_\_  
\_\_\_\_\_

**RETURN THIS 3-PAGE APPLICATION WITH PHOTOCOPIES OF YOUR  
CERTIFICATES TO CITY OFFICE BY 4 P.M. ON MARCH 26, 2010**

Would you be interested in instructing water aerobics? Yes / No

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Please provide a brief statement of why you are interested in the pool position and your qualifications.

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"I hereby certify that all the information submitted on this application is true and complete, and I understand that the discovery of any false information, omissions, or misrepresentations may result in the rejection of my application or termination of my employment. In consideration of my employment, I agree to conform to the rules and regulations of the City of Norwood Young America, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the City of Norwood Young America's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the City of Norwood Young America."

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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CERTIFICATES TO CITY OFFICE BY 4 P.M. ON MARCH 26, 2010**