

# GLENSHIRE DEVONSHIRE RESIDENTS ASSOCIATION

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PLEASE USE INK, INCOMPLETE APPLICATIONS ARE NOT CONSIDERED

Name:	Date:
Present Physical Address:	Telephone Number:
Present Mailing Address:	Social Security Number:

We consider applicants for all positions without regard to race, color, national origin, sex, religious creed, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation or any other legally protected status.

e-mail address \_\_\_\_\_

IF UNDER 18, can you furnish a valid work permit? Y N

Type of position, if known: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

When would you be available for work? \_\_\_\_\_ Are there any times you would be unable to work? \_\_\_\_\_

Are you currently employed: \_\_\_\_\_ May we contact your employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If hired, would you be able to perform the essential functions of the job for which you have applied, with or without reasonable accommodation? Y N

Have you ever been convicted of a felony offense? \_\_\_\_\_ If yes, state the offense, when and where convicted and disposition of the case: \_\_\_\_\_

## EDUCATION HISTORY

School	Name & Location	Graduated or Current Grade	Type of Degree or Certificate
High School			
College			
Other Training			

Subjects of special study or research work: \_\_\_\_\_

Special training: \_\_\_\_\_

### EMPLOYMENT HISTORY

Read carefully: Starting with your present or most recent job, list all places of employment.

Employer Name, Address & Phone	Dates Employed	Your position, duties, and supervisor	Base wage or salary	Explain your reason for leaving

### REFERENCES

Give the names of three persons not related to you, whom you have known at least one year.

Name	Address & Phone	Business	Years Acquainted

In case of emergency, notify: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is a cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. I understand that employment may be subject to passing job related skill and agility tests.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## JOB DESCRIPTIONS

### LIFEGUARD

- Must be at least 15 years of age (under 18 requires a work permit)
- Full and part time positions are available
- Pay Range: \$12.00 - \$16.00 (DOE)
- Work Season: May (Memorial weekend) to mid September

#### **Lifeguard Position Summary**

Under the direction of the General Manager, Administrative Assistant, Pool Manager or other assigned supervisor, a lifeguard is responsible for the prevention of accidents in and around the Association's aquatic facility. The lifeguard is responsible for responding to any accidents or incidents while working in the capacity of a lifeguard. Additional responsibilities include keeping all aquatic facilities clean and free of hazards, debris and trash, taking care of and keeping all equipment in proper working order, enforcing pool and clubhouse rules and regulations, doing all necessary paperwork and performing any work as requested by their direct or indirect supervisor.

#### **Employment Standards**

- Knowledge of principles and practices of lifeguarding, first-aid and CPR skills.
- Ability to deal clearly, effectively and pleasantly with members and guests.
- Ability to enforce Association rules and regulations.
- Ability to pass physical skill tests to Association standards.

#### **Minimum Required Physical Skills**

- Swim 500 yards continuously using each of the following strokes for at least 50 yards: crawl, breaststroke, elementary backstroke and sidestroke.
- Surface dive to minimum of six feet and retrieve a 10 pound swimming brick to the side of the pool.
- Surface dive to a minimum of five feet and swim under water for at least fifteen yards.
- Tread water for three minutes.
- Remove and cover pool with thermal blanket.
- Run 25 Yards in less than 8 seconds

#### **Required Certification**

- Current American Red Cross Lifeguard Training Certificate or equivalent experience.
- Current American Red Cross CPR and First-Aid or equivalent.
- Current American Red Cross Water Safety Instructor Certificate or equivalent teaching experience (instructor only)

#### **Duties and Responsibilities**

- Insures all needed equipment is in proper working order and in its proper place prior to opening and closing facility.
- Insures proper pool water chemistry by checking and monitoring pool water before opening and throughout the day
- Prevents accidents through the enforcement of Association policies, rules and regulations, governing the conduct of membership and guests at the pool and clubhouse.
- Keeps attentive lookout for accidents in the water, on the deck, on and around the diving board and clubhouse grounds.
- Uses proper techniques to rescue persons in distress including entering into the water.
- Resuscitate rescued swimmers and administers first-aid to the injured.
- Fills out all accident or incident reports immediately.
- Keeps pool area and bathrooms clean and free of hazards, debris and trash.
- Properly fills out daily/hourly required facility records and reports.
- Remains flexible to fill in for vacant shifts.
- Attends all training and meetings as required.
- Works as a team member to assure all responsibilities and Association goals are achieved.
- Whatever it takes to get the job done safely and correctly.

These job specifications should not be construed to imply that these standards or requirements are the exclusive standards of the position.

### SWIM INSTRUCTOR

- Ability to teach Red Cross levels 1 through 5
- Ability to teach group lessons
- Group lessons may consist of eight ½ hour classes
- Classes are Monday through Thursday in the morning
- Privates are scheduled on an as needed basis
- Pay Range: \$12.00 - \$16.00 per hour (DOE)
- As a courtesy to our members you may provide private lessons. You teach as a independent contractor. The pool is only available currently employed GDRA swim instructors for this program
- Schedule mid May to mid August

### HEAD GUARD

- Must be at least 18 years of age
- Full time position
- Pay Range: \$14.00 - \$18.00 per hour (DOE)
- Work Season: May to mid September

- ~~•~~ Duties include those of Lifeguard and Swim Instructor
- ~~•~~ Oversee Lifeguard and Pass office employees
- ~~•~~ Scheduling of staff
- ~~•~~ Maintaining staffing rotation and appropriate levels of staffing
- ~~•~~ Disciplining of employees and inappropriate patrons
- ~~•~~ Maintains professionalism of staff appearance and actions
- ~~•~~ Leads in training of employees

- Leadership in the daily maintenance of facility
- Point person for patrons to come to with any concerns in pool operation
- Leader in safety of employees and patrons

### PASS OFFICE/SNACK BAR ATTENDENT

- Must be at least 15 years of age
- All positions are seasonal
- Pay Range: Minimum wage to \$14.00 per hour (DOE)

#### **General Duties and Responsibilities (all above job descriptions):**

- Ability to operate a computer
- Renew and make new passes
- Ability to handle money and make change
- Stock and Inventory supplies
- Enforce rules and regulations
- Must have legible penmanship
- Help maintain and clean all pool facilities
- Interact cordially with all people who enter and exit the facility
- Do whatever it takes to get the job done safely

### GENERAL MAINTENANCE/LANDSCAPE

- Must be at least 16 years of age
- All positions are seasonal
- Pay Range: Minimum wage – \$ 16.00 per hour (DOE)
- Ability to use power equipment
- Some knowledge of plumbing, grounds and building maintenance helpful
- Do whatever it takes to get the job done safely

#### **General Duties and Responsibilities (Maintenance):**

- ❖ Ability to use power mower, weed eater, grinder, power saw, pressure washer and others.
- ❖ Mow and trim lawns
- ❖ Rake leaves and pine needles
- ❖ Power wash pool deck and bathrooms
- ❖ Clean and maintain bathroom
- ❖ Clean and maintain tennis courts
- ❖ Clean and maintain parking lot.
- ❖ Trail maintenance
- ❖ Thinning / trimming of brush / trees
- ❖ Painting, staining

- ❖ Sprinkler repair
- ❖ Minor building maintenance
- ❖ Ability to read and follow simple plans written and verbal
- ❖ Tool and power equipment maintenance
- ❖ Follows proper guidelines for use PPE