

GREENWYCHE CLUB, INC.

C/o Gail Kimrey
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Huntsville, AL 35802
256-882-9145
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January 1, 2010

Greenwyche Pool is now accepting applications for employment. Please find enclosed the necessary application, job descriptions, and policy statements regarding employment. Positions are available for full time(~35 hrs/week) and part time(~6-24 hrs/week). More work often becomes available if you are willing to work more each week. Each lifeguard must work at least one shift a week.

The completed application is presented to the Pool Board for approval. All lifeguards are required to have current proof of your American Red Cross Lifeguard Training, American Red Cross First Aid, and CPR for the Professional Rescuer. Please enclose current copies or note when you will have them available. They must be turned in before the pool opens. A class to renew the CPR class will be taught in May at Greenwyche Pool. Available positions are listed below. Please indicate your preference with a number beside your interested positions. **If you need to be re-certified in your lifeguard training, a re-certification challenge class can be arranged doesn't require the entire lifeguard training. Please talk to me if that is your need.

Your availability is very important. Lifeguards requesting multiple off times during the summer will be given lower priority than those persons available to work more time. Please note your available start date, required termination date, and scheduled time off requested during the summer. Please make note as much as possible of needed time off. There will be a work day with the Pool Board before the pool opens in late April or early May that we would like the lifeguards to work.(you will be paid for the time).

Applications must be received by February 28, 2010. I welcome your questions and look forward to hearing from you.

Best regards,
Gail Kimrey
Greenwyche Club
Vice President, Personnel

GREENWYCHE CLUB, INC.
Application for Employment

I am applying for the following positions:

(Mark your first choice with a 1, second choice with a 2, and so on for **all positions** you would like to be considered)

<input type="checkbox"/> Pool Manager	<input type="checkbox"/> Lifeguard (Full Time)(30-36 hrs)	<input type="checkbox"/> Swim Team Coach
<input type="checkbox"/> Asst. Pool Manager	<input type="checkbox"/> Lifeguard (Part time)(6-24 hrs)	<input type="checkbox"/> Asst. Swim Team Coach
<input type="checkbox"/> Head Lifeguard	<input type="checkbox"/> Dive Team Coach	<input type="checkbox"/> Swim Team Aide
<input type="checkbox"/> Tennis Instructor	<input type="checkbox"/> Asst. Dive Team Coach	

Name _____ Birth Date _____

Home Address _____ City and Zip _____

Home Phone _____ Cell Phone _____

Parent's Name _____ Home/Cell Phones _____

School Attending _____ Grade Level or Year _____

Email Address at College _____ GPA (optional) _____

Email address: **please list an address **that will be checked regularly**, either yours and/or a parent's)

References (Please give three)

Name _____ connection? _____ Phone _____

Name _____ connection? _____ Phone _____

Name _____ connection? _____ Phone _____

Availability:

Earliest date you will be available for work _____

Last date you will be available for work _____

Are you available to work before the pool opens to get it ready? _____

Dates that you expect to be unable to work (vacation/camps/etc.)

Are you involved in other activities this summer? (e.g. Baseball, Cheerleading, Soccer, Band, etc.) that will affect your work schedule? _____

Please list and explain any scheduling considerations _____

Answer the following questions as completely as possible:

Have you worked at Greenwyche Club before? _____ If yes, list dates and positions.

What do you consider to be the primary responsibilities of the position for which you are applying?

Have you ever had experience doing any of the following: childcare, swimming instruction, swim team coaching, dive team coaching, tennis instruction, construction, landscaping, or maintenance (pool or otherwise?) Please give details including dates and locations.

Please list any leadership experience you have or explain situations you have been in that required responsibilities, leadership and follow-through experience.

Please list any other employment or work experience(with references/name and phone number):

Certifications (Mandatory)

Employment with Greenwyche Club requires the following current certifications:
American Red Cross Lifeguard Training (within 3 years)
American Red Cross Standard First Aid (within 3 years)
American Red Cross Adult CPR for the Professional Rescuer (within 1 year)

Course	Date Taken	Place Taken	Instructor	Expiration Date
ARC Lifeguard Training				
ARC Standard First Aid				
ARC Adult CPR				

Copies of all certifications must accompany this application. If not yet completed, or expired, copies must be provided prior to the first day of work.

By signing below:

I understand the minimum certification requirements for the job and will always maintain current certifications on file with the Club.

I understand the appropriate Job Description.

I agree to participate in mandatory staff training sessions help prior to the pool opening and periodically throughout the pool season.

I have read and understand the "Policy Statements" of Greenwyche Club and agree to abide by them.

Signed _____ Date _____

Please return completed application and copies of certifications by February 28, 2010 to:

Gail Kimrey, Vice President, Personnel
Greenwyche Club, Inc.
1317 Toney Drive SE
Huntsville, AL 35802
256-882-9145

GREENWYCHE CLUB
“Policy Statements”

1. There will be no illegal drugs or alcohol on club property at any time. Club property includes the pool area, tennis courts, playground, parking lot, and ball fields. Staff persons present on club property or on duty while under the influence of these substances at any time will be dismissed.
2. Lifeguards, or staff persons, bearing in mind that they are role models, will not use tobacco in the presence of children. There is no smoking, chewing, or dipping on the pool deck. Staff persons will not sell, trade or give tobacco to persons under age nineteen. (State Law)
3. Lifeguards have full authority and responsibility for ensuring the safety of the members and for enforcing the club rules. Any incident that demonstrates a lack of responsibility will be grounds for dismissal. Lack of attention or talking while on the stand and failure to enforce safety rules will be considered very serious offenses.
4. The lifeguard must have the ability to make sound decisions when dealing with difficult situations. They must be able to make decisions to the policies and procedures of the facility. It is therefore important that the lifeguard remains emotionally alert and stable during lifeguarding duties.
5. The lifeguard must be courteous to all patrons and staff, but unnecessary conversations must be avoided. The lifeguard should not have conversations with others except to give them brief directions or answer questions relative to pool rules and regulations. If questions cannot be answered briefly direct the patron to a lifeguard who is not on the stand (deck or office guard) or manager.
6. When enforcing rules and regulations the lifeguard must be courteous, consistent, and concise with all patrons. Start instructions/directions with “please” and end with “thank you”. The rule may be better understood if the lifeguard states the reason for the rule after enforcing the rule. For example, if a patron dives into the shallow end of the pool, state, “Please do not dive in the shallow end, it would cause a spinal injury if you were to hit your head. Thank you.”
7. Lifeguard/ staff persons will not have visitors while on duty. Exceptions to this would be made under unusual circumstances and must have the approval of the manager.
8. Lifeguard/ staff persons will be expected to abide by the schedule, substitute, and vacation policies in the handbook. Failure to report to work when scheduled will be considered a violation of Policy Statement #3. This includes staff meetings.
9. Lifeguard/staff persons will not be allowed to baby-sit while on duty or leave club property with a child without the parent’s permission. Lifeguards may not teach private swim lessons while on duty. All private lessons must be held on your off time.
10. All lifeguards must wear the approved uniform for guards: Females: red, one-piece lifeguard suits/red shorts on deck/official Greenwyche Pool lifeguard t-shirt. Males: red swim trunks and official Greenwyche Pool lifeguard t-shirt. Any clothing that could impede a rescue may not be worn. The lifeguard must also have necessary rescue equipment within reach at all times.