

## **Shorewood Hills Pool** **2023 Applicant Information**

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, swim and dive meets, and various membership events.

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!

**The pool season will run from May 27 through September 4. All applicants are expected to be available for the vast majority of this time period.** Specific requirements per position are 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 programs 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 70-80 employees.

**Assured application consideration date is Monday, February 27, 2023,** however positions may be filled on a rolling basis as qualified applicants are identified. After you have completed the application, please return it to: Village of Shorewood Hills Pool, 810 Shorewood Blvd., Madison, WI, 53705. Alternatively, it may be scanned and emailed to the following email address: [poolmanager@shorewood-hills.org](mailto:poolmanager@shorewood-hills.org) 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 should 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 9:30 PM. The position averages 25-35 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 27). Applicants should also be available for the guard drills listed below in the “Lifeguard/Instructor” description.

**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, along with the managerial staff, this position will participate in the delivery of the routine lifeguard drill sessions. This position will be paid hourly, based on qualifications and experience. Hours will average 20-35 per week, with the higher end occurring during lesson instruction periods. 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 28).

**Lifeguard / Instructor:** Lifeguards will average 15-25 hours per week, with the higher end occurring during lesson instruction 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 27). Lifeguards are paid on an hourly wage that is commensurate with experience. **All lifeguards are expected to instruct swimming lessons which are held from June 13 to June 30 (Monday – Thursday) and July 11 to July 22 (Monday – Friday).** Time commitment is from 10:00 AM – 12:45 PM. There are four, 25-minute lessons, each separated by a 5-minute break, beginning at 10:30 AM. An additional \$1.00/hour will be added to the base lifeguard wage during this time. **Lifeguards will not be permitted to have any unavoidable, 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 25 (Thursday PM, time TBA), June 5, June 12, June 26, July 10, July 17, August 7 and August 14. Guards are expected to be in attendance at all 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. Preference, however, may be given to those applicants who are available for the “lesson instructor” position as well. These guards should have a sufficient level of experience to be comfortable performing without regularly scheduled shifts.

**Lesson Instructor:** This position 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 8<sup>th</sup> 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 presently 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 6-8 hours/week. **All Checker/Concession staff will be expected to be fully available for at least one session of lessons, either as a “lesson helper” or to work regularly scheduled hours. Preference will be given to applicants who assure availability for these lesson time periods (June 12-29, Monday through Thursday and July 10-21, Monday through Friday, from 10:00 AM to 1:00 PM).** Finally, checker/concessions staff will also have mandatory meetings on Monday June 26 and Monday July 10 at 8PM.

**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 requires the guard drill attendance and the availability to teach at least one session of lessons. These requirements are described under the “Lifeguard / Instructor” section.

**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 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 5<sup>th</sup>. There are daily practices with a swim meet each Saturday morning. Specific dates are TBD by the All-City League. Unless extenuating circumstances exist, coaches are expected to attend all meets throughout the season. The position is salaried, based on qualifications and experience.

**“Little Sharks” Swim Coach:** “Little Sharks” is a program designed for beginning swimmers that are interested in developing the skills needed to participate in competitive swimming. Children typically range from 5 to 7 years of age. The season begins on June 12<sup>th</sup> and ends July 20<sup>th</sup>. Practices are on Tuesday and Thursday mornings from 9:15-10:00am. Swimmers also participate in a special event during the last home swim meet of the season (date TBD) where they swim 1 length of the pool prior to the meet. Positions are hourly, based on qualification and experience.

**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 5<sup>th</sup>. There are daily practices with a dive meet each Friday evening. Specific dates are TBD by the All-City League. 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 Instructor:** This position involves coaching master’s swimmers with a wide range of abilities and varying goals. It will begin on June 12<sup>th</sup> and run through August 30<sup>th</sup>. 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 12 – July 16. 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 5 – September 1. Position is paid hourly, based on experience and qualifications.

**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, at: [poolmanager@shorewood-hills.org](mailto:poolmanager@shorewood-hills.org) or may be addressed through the interview and hiring process.

**PLEASE KEEP THIS HANDOUT FOR REFERENCE INFORMATION**

## ***Pool***

***VILLAGE OF SHOREWOOD HILLS***  
***2023 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.

[illegible]

Will you be 18 years old or older on May 28, 2023? 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
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May we contact your current employer?	Yes	No
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Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?	Yes	No

**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)				

<b>PRESENT Year in School:</b> (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 Instruction Experience</b> (years or seasons):		
<b>Total Guarding Experience</b> (years or seasons):		
<b>Total Coaching Experience</b> (years or seasons):		
<b>Certifications</b>	<b>Lifeguard</b> Exp. Date (MM/YY):	
	<b>CPR</b> Exp Date (MM/YY):	<b>First Aid</b> Exp Date (MM/YY):

- IF CERTIFICATIONS ARE EXPIRED, WILL YOU BE RENEWING THEM BEFORE MEMORIAL DAY WEEKEND (MAY 28, 2023)?      YES      NO      N/A

## ***SUMMER AVAILABILITY***

Please list any / all dates during the pool season, Memorial Day Weekend (May 28, 2023) through Labor Day (September 4, 2023), in which you have conflicts (such as classes, vacations, camps, other employment, 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, WOULD YOU BE AVAILABLE FOR CONTINUED 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.

<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*

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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.

☐ **I have read the appropriate job description on the first page of the application, and I am familiar with the requirements.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



***810 Shorewood Boulevard  
Madison, WI 53705-2115***