

Mechanicsburg Area Community Pool
36 West Allen Street * Mechanicsburg, PA 17055
(717)691-3310

Job Descriptions

This is a 13-week commitment and it is essential that you are available 12 of the 13 weeks. The pool is open Memorial Day weekend, May 23, 24 and 25 from 12:00 - 5:00 pm, then May 30 & 31 from 12:00-5:00 pm, then June 6-August 23 from 12:00 – 8:00 pm. Weekend and night availability is mandatory.

Lifeguard (Ages 15+) Minimum Requirements: Lifeguard Certification & Training

As a certified lifeguard, your primary responsibility is to maintain a safe swimming environment by enforcing all rules and regulations of the pool and surrounding area.

In addition to rule enforcement, a certified pool lifeguard may be responsible for chemical maintenance and record-keeping. A lifeguard is also responsible for inspecting the facility on a daily basis, reporting any unsafe conditions, faulty equipment and keeping it clean.

Lifeguard Evaluations will be held on March 17 or 19 from 5:30-7:00 pm and April 9 from 9:00-10:30 am at Mechanicsburg Area Senior High Pool.

Mandatory training will be held on the following dates: May 3, 10 and/or May 17 from 1:00-4:00 pm; June 10, 17, 24, July 8, 15, 22, 29, August 5 and 12 from 8:15-9:45 pm at the Mechanicsburg Area Community Pool.

Front Desk (Ages 18+)

A front desk employee has many responsibilities and duties: to maintain a pleasurable, healthy environment for the public. You must be able to establish good working relationships with patrons. Must have good computer and phone skills. Be able to use the public address system and communicate well with the public. A minimum requirement is to have First Aid/CPR certification and training.

Mandatory training will be held on the following dates: May 3, 10 and/or May 17 from 1:00-4:00 pm at the Mechanicsburg Area Community Pool.

Concession Clerk (Ages 15+)

A clerk has many responsibilities and duties to maintain a pleasurable, healthy environment for the public. A clerk's minimum requirement is to have First Aid/CPR certification and training. Must possess good public relation skills, math skills and mature judgment.

Mandatory training will be held on the following dates: May 3, 10 and/or May 17 from 1:00-4:00 pm at the Mechanicsburg Area Community Pool.

Please attach the following items to this application:

A copy of your resume.

Child Abuse Clearance: (\$13.00) <https://www.compass.state.pa.us/cwis>

Criminal Background Check: (\$22.00)
<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VS6Z2PnF-Sq>

Federal Background Check: (\$22.65) <https://uenroll.identogo.com/>
Please use code: 1KG6XN. You will pre-register online and then pay once you get finger printed at the Identogo store, 6483 Carlisle Pike Suite 104 Mechanicsburg, PA 17050. Call to verify forms of payment, please.

Applications not including these items will be considered incomplete.

No Applications will be accepted after March 6, 2019.

EDUCATION

	High School				College				Vocational School
Years Completed	9	10	11	12	1	2	3	4	
Name and address									
Major course of study									
Diploma/Degree									

EMPLOYMENT EXPERIENCE

List all present and past employment, beginning with the most recent. If more space is needed, please continue on a separate sheet.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: _____ Dates: _____

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: _____ Dates: _____

Reason for Leaving: _____

REFERENCES

List three persons, NOT RELATED TO YOU, who have knowledge of your qualifications for the position for which you are applying. Do not repeat names of supervisors listed under the employment experience.

Full Name: _____

Relationship: _____ Phone: _____

Full Name: _____

Relationship: _____ Phone: _____

Full Name: _____

Relationship: _____ Phone: _____

Please Read and Sign Below

I hereby certify that the answers on this application are true and correct and that I understand my misrepresentation or omission of facts on my part will be justification for separation, if employed. I authorize the companies, schools or persons, excluding those listed on page three, to provide information regarding my employment or education. I will not hold Mechanicsburg Borough, or anyone approved by me accountable concerning their reference.

Signature

Date