

Mechanicsburg Area Community Pool
36 West Allen Street * Mechanicsburg, PA 17055
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 28, 29 and 30 from 12:00 - 5:00 pm, June 4 and 5 from 12:00-5:00 pm, and June 10-August 21 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 31 or April 1 from 5:30-7:00 pm at Mechanicsburg Area Senior High Pool.

Mandatory training will be held on the following dates: May 15 and May 22 from 1:00 -4:00 pm; June 8 (6:00-7:30 pm), 15, 22, 29, July 6, 13, 20, 27, August 3 and 10 from 8:15-9:45 pm at the Mechanicsburg Area Community Pool.

Front Desk (Ages 18+) Minimum requirements: First Aid/CPR Certification & Training

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.

Mandatory training will be held on the following dates: May 15 and May 22 from 1:00 -4:00 pm at the Mechanicsburg Area Community Pool.

Concession Clerk (Ages 15+) Minimum requirements: First Aid/CPR Certification & Training

A clerk has many responsibilities and duties: to maintain a pleasurable, healthy environment for the public. Must possess good public relation skills, math skills, make-change and mature judgment.

Mandatory training will be held on the following dates: May 15 and May 22 from 1:00 -4:00 pm at the Mechanicsburg Area Community Pool.

Please include a copy of your resume with your application.
Applications being accepted until all positions are filled.

**Application for Employment
Mechanicsburg Area Community Pool**

Full Name: _____
Last First Middle initial

Home address: _____
Street address Apt/unit # City State Zip

Phone number to reach YOU directly: _____ Home phone number: _____

Please circle the position for which you are applying: Lifeguard Front Desk Concession Clerk

Minimum Hours per week _____ Maximum Days Available per week _____

**Any employee under the age of 18 MUST have working papers BEFORE starting employment.
All employees are expected to work weekends, including after-hour parties from 8-10 pm and the
following dates: May 28, 29, 30, July 4, August 6, 21 . Dates of operation are May 28-August 21.**

Lifeguards Only

CPR certification (date received) _____ Copy Attached: _____

Lifeguard Training certification (date received) _____ Copy Attached: _____

First Aid certification (date received) _____ Copy Attached: _____

If not current with training, when are you completing the course? _____ Location: _____

*** Guards will be paying for their swimsuits.**

In the space provided; write 3 to 5 complete sentences stating your reasons for why you are seeking employment at the Mechanicsburg Area Community Pool.

Dates you CANNOT work (to include family vacations, doctor appointments, when you return to school/begin sports/ begin band practices, etc.). ANY restrictions you have with working availability. All employees are allowed five days for vacations which MUST be approved by a Manager PRIOR to hiring. Anything after the five days is a request which is not guaranteed. You MUST include the dates. Example: vacation: 6/21-6/23; scout camp: 7/15-7/18.

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