

# **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 26, 27 and 28 from 12:00 - 5:00 pm, then June 2 - September 3 from 12:00 – 8:00 pm. Weekend and night availability is mandatory.

### **Lifeguard (Ages 15+)**

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 29 and March 30 from 9:00-11:00 am or 1:00-3:00 pm at Mechanicsburg Area Senior High Pool.

**Mandatory training** will be held on the following dates: May 12 and/or May 19 from 8:00 am-12:00 pm; June 9, July 14, August 11 from 7:30-11:30 am 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 12 and/or May 19 from 8:00 am-12:00 pm; June 9, July 14, August 11 from 7:30-11:30 am at the Mechanicsburg Area Community Pool. Additional Training may be held at the Trails & Trees Environmental Center.

### **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 12 and/or May 19 from 8:00 am-12:00 pm at the Mechanicsburg Area Community Pool.

**Please include a copy of your resume with your application.**

No Applications will be accepted after March 2, 2018.



**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