

GREENWYCHE CLUB, INC.

c/o Greg Shockley
4022 Dobbs Dr.
Huntsville, AL 35802

Greg Shockley
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December 27, 2016

I am pleased to have the position of working with personnel at Greenwyche Pool this summer. I think that having a summer job at Greenwyche pool is an awesome opportunity to become more involved with your neighborhood pool, help keep children safe while they enjoy their summer vacation, and earn some money at the same time. Greenwyche is now accepting applications for summer employment. Please find enclosed the necessary application, job descriptions, and policy statements regarding employment. Positions are available for full time (~36 hrs/week) and part time (~6-24 hrs/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 CPR certification will be offered in May at Greenwyche Pool. Available positions are listed below. Please indicate your preference beside positions. ****If you need to be re-certified in your lifeguard training, a re-certification challenge class can be arranged that doesn't require the entire lifeguard training. Please talk to us 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. In early May, there will be a "paid" workday with the Pool Board before the pool opens. Please make every attempt to be available for that workday.

We are so excited to work with you this summer and make this a great experience for all. Please complete your application as soon as possible and get it in the mail. For returning employees, applications must be received by February 12, 2017. For new applicants, applications must be received by February 28, 2017. **Absolutely no applications will be accepted after February 28.** Greenwyche will accept applications from anyone who is 15 years old by May 31. However, we cannot guarantee that there will be positions available. Please contact me with any questions that you have. We look forward to hearing from you.

Sincerely,
Greg Shockley
Greenwyche Club
Vice President, Personnel

GREENWYCHE CLUB, INC.

Application for Employment

For many of you, this is your first time applying for a job. It is very important that you complete the form yourself, asking your parents for input as needed. It is best to email, mail, or drop off the application in person. When you are called/emailed to schedule an interview, you will need to be the one to speak to the personnel person. After turning in your application, be sure to check your email, home and/or cell phone for messages and return calls related to a possible interview promptly.

Absolutely no applications will be accepted after February 28.

Please mark **all positions** for which you would like to be considered. Mark your first choice with a 1, second choice with a 2, and so on.

- Pool Manager (must be at least 18) Asst. Pool Manager (must be at least 18)
 2nd Assistant Pool Manager Tennis Instructor
 Lifeguard (Full Time- 30-36 hours) Lifeguard (Part Time – 6-24 hours)

If you would like to apply for any of the following, please mark them with a check mark (all applicants for the following positions will be contacted by and decided upon by the Swim Team and/or Dive Team Representatives):

- Swim Team Coach (must be at least 18) Swim Team Asst. Coach
 Swim Team Aide
 Dive Team Coach (must be at least 18) Dive Team Asst. Coach

Name _____ Birth Date _____

Home Address _____ City and Zip _____

Home Phone _____ Cell Phone _____

Parent's Name _____ Cell Phones _____

Current School Attending _____

Current Grade Level or Year (at time filling out this application) _____

College Email Address (if applicable) _____

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

References (Please give three – these cannot be relatives)

Name _____ connection? _____ Phone _____

Name _____ connection? _____ Phone _____

Name _____ connection? _____ Phone _____

Availability:

Earliest date you will be available for work (pool may open as early as Saturday, May 19) _____

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 (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?

Please list any experience you have had with 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 responsibility, 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 held 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 12, 2017 (returning employees) or
February 28, 2017 (new applicants) to
Absolutely NO applications will be accepted after February 28:**

Greg Shockley, Vice President, Personnel
Greenwyche Club, Inc.
4022 Dobbs Dr.
Huntsville, AL 35802
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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 in regards 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. While on the stand, lifeguards 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 to a 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. Those considering employment may be subject to a background check.
11. All lifeguards must wear the approved uniform for guards. Females: red, one-piece or two-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.