



COMMISSIONERS OF UPPER DUBLIN TOWNSHIP

801 Loch Alsh Avenue, Fort Washington, PA 19034
(215) 643-1600 x3443

January 2012

Mr. Bill Linde, Evening/Weekend Coordinator

UDCPool Lifeguard Descriptions

Upper Dublin Township is looking for **qualified individuals** to fill lifeguard positions at the **Upper Dublin Community Pool for the 2012 season**. Qualified lifeguard candidates are those with **senior lifesaving credentials** that will remain current throughout the season. **WSI's and Lifeguard Trainers** will be strongly considered.

The Upper Dublin Community Pool 2012 season is from Saturday, June 16 through Monday, September 3. Hours may be reduced during the last two weeks of the season based on staff availability. Candidates must be available to work a varying schedule of weekdays, weekends and holidays. The Manager will post schedules bi-weekly. Time-off is granted as scheduling permits and with adequate notice. Pool hours for patrons are 1:00p to 6:00p Monday through Friday, 1:00p to 8:00p weekends and holidays. Staff members are scheduled to work at 12:30p to prepare the facility for the 1:00p opening - cleaning rest rooms, cleaning the pool, cleaning up the grounds, etc. Qualified guards are encouraged to offer private swimming instruction for members of the community during the off-hours.

Pay for new Lifeguards starts at \$7.75 per hour. Returning lifeguards will receive an incremental increase based upon years of experience at the UDCPool. The hourly wage for the Head Lifeguard starts at \$9.00 per hour. A Manager, Assistant Manager and Head Lifeguard supervise the pool staff. The entire pool staff is under the direction of the Department of Parks & Recreation.

The majority of UDCPool patrons are from the North Hills section of Upper Dublin Township although the pool is open to and used by the general community, including residents of Philadelphia. Private and public day camps visit the site for daily recreational swims.

Interested qualified candidates should submit a completed application along with copies of their current certification cards. Interested candidates 18 years and older must also apply for and successfully pass a criminal records report and child abuse history clearance. Interviews will be scheduled as needed by UDP&R. Successful candidates will be contacted by letter to confirm a summer position and wage.

**All applications are due by 3/9/12. Returning staff with good past performance evaluations will be given first consideration for open positions. Applications received after 3/9/12 will be considered if positions are available
ALL APPLICANTS WILL BE NOTIFIED OF THEIR STATUS.**

Please note:

- ***Previous employment with the Township does not guarantee rehire.***
- ***The Township reserves the right to determine which employment opportunities to offer an applicant.***
- ***Once hired, continued employment is dependent upon adherence to work rules as well as demonstrated abilities, maturity and dependability.***
- ***Note on your application any vacation, school or travel plans (dates/duration) you have made that coincide with summer employment dates.***

FOR OFFICE USE ONLY:

Date Rec'd _____

1st Postcard _____

2nd Postcard _____



UPPER DUBLIN TOWNSHIP

DEPARTMENT OF PARKS & RECREATION

PART-TIME or SEASONAL EMPLOYMENT APPLICATION - 2012

Employee Information:

Name: _____ Over 18?: Y ___ N ___ *see age requirements for positions

Address: _____ Home Phone: _____

City/ State: _____ ZIP _____ Cell Phone: _____

Municipality in which you reside: Upper Dublin Other: _____ Email: _____

School/College Attending: _____ Last Year Completed: _____

Position you are applying for: _____ **Season:** _____

If applying for KidZone, number the sites in order of preference (if any): ___Fort Washington ___ Jarrettown ___Sandy Run

Have you previously worked for UDP&R? YES NO
If YES, in what capacity? _____ When? _____
Who was your supervisor? _____

Current or most recent employment (include any internships):

1) Job Title: _____ Dates employed: _____
Employer or company: _____ Telephone: _____
Employer or company address: _____
Name and title of most recent supervisor: _____
Duties in order of importance: _____

Reason for leaving: _____ May we contact for reference? _____

2) Job Title: _____ Dates employed: _____
Employer or company: _____ Telephone: _____
Employer or company address: _____
Name and title of most recent supervisor: _____
Duties in order of importance: _____

Reason for leaving: _____ May we contact for reference? _____

3) Job Title: _____ Dates employed: _____
Employer or company: _____ Telephone: _____
Employer or company address: _____
Name and title of most recent supervisor: _____
Duties in order of importance: _____

Reason for leaving: _____ May we contact for reference? _____

Please list any other knowledge, skills, and/or volunteer work applicable to the position you are applying for.

Please indicate any dates you will not be available (i.e. vacation, camps, etc.) _____

please complete other side

Please list three (3) current references other than family members:

Reference Name	Daytime Telephone	Relationship to Applicant
1.		
2.		
3.		

Policy Statement:

It is the policy of Upper Dublin Township to employ qualified candidates in all part-time and seasonal parks and recreational leadership and supervisory positions. Openings will be advertised and filled consistently with the needs of the department with the purpose of structuring positions to comply with the department philosophy of providing quality leisure opportunities within accepted moral, social and physical parameters.

Upper Dublin intends to fully comply with the regulations established by the Americans with Disabilities Act.

Upper Dublin Township reserves the right to deny employment to any applicant based on valid concerns as to the applicant's maturity, abilities or qualifications relevant to the position sought.

I have read and understand the above statement of policy. I further understand that any false or misleading statements made on this application will prevent me from being hired or retaining employment.

Signature: _____

Date Signed: _____

Print Name: _____

FBI Background / PA Criminal Record Check / PA Child Abuse History Clearance (separate forms)

- Anyone age 18 or older, wishing to work in programs with participants under age 18, is required to provide UDT with a current, original PA Child Abuse History Clearance (CY-113) report. The fee for Child Abuse Clearance is the responsibility of the applicant.
- Upon hiring, any new employee (full-time, part-time or seasonal) who is 18 or older is required to have a current PA Criminal Record Check & FBI Background Check on file with the Human Resources Department. UDT will make the proper arrangements to complete these checks. The fees for PA Criminal Record & FBI Background Checks will be covered by UDT.
- Please ask UDT for copies of report request forms, if needed. Both are available on the Internet at www.state.pa.us > Most Requested Forms > subject search by "Criminal Background Check."

INDICATE CURRENT CERTIFICATIONS:

(Required for lifeguards applicants)
(Preferred, not required for others)

- ___ CPR
- ___ First Aid
- ___ Lifeguard Training
- ___ Other

- card expires: _____
- card expires: _____
- card expires: _____
- card expires: _____

INDICATE T-SHIRT SIZE:

- | | | | | |
|------------------|--------------------|--|------------------|---------------|
| ___ Adult Small | ___ Adult X-Large | *FOR LIFEGUARDS ONLY INDICATE SHORT SIZE: | | |
| ___ Adult Medium | ___ Adult 2X-Large | ___ Ad. Small | ___ Ad. Medium | ___ Ad. Large |
| ___ Adult Large | ___ Adult 3X-Large | ___ Ad. X-Large | ___ Ad. 2X-Large | |

Unless otherwise noted, completed and signed applications for employment should be returned to:

SEASONAL EMPLOYMENT APPLICATION
 DEPT. OF PARKS & RECREATION
 Upper Dublin Township
 801 Loch Alsh Ave.
 Fort Washington, PA 19034

Questions? Call (215) 643-1600 x3443