



Part Time Seasonal Positions

City of Bowling Green
Family Aquatics Complex
Pay Range \$7.00-\$11.00 per hour

The Bowling Green Family Aquatics Complex is seeking qualified, dependable individuals to join its seasonal, summer staff in the following classifications:

**Assistant Aquatics Managers, Swim Program Director,
Lifeguards, Senior Lifeguards, Swim Instructors, WSI
Instructors, Aquatic Attendants, Aquatic Attendants/Cashiers**

These are part-time, temporary positions without fringe benefits. Must be able to work flexible schedule through August including evenings and weekends. Work hours are subject to change. Interested persons must complete an application that is available in the City of Bowling Green's Personnel Department, 304 N. Church Street, Bowling Green, Ohio, 43402-2399, Mon-Fri 8:00 a.m. to 4:30 p.m. Telephone: (419) 354-6229, web www.bgohio.org, email: BGPersonnel@bgohio.org. Interviews and hiring will begin in April however applications will be accepted through June 6, 2008.



City of Bowling Green
Applicant Interest Sheet 2008
Family Aquatic Complex

Name _____

Please check all positions for which you would like to be considered.

- _____ Aquatic Complex Assistant Manager
- _____ Senior Lifeguard
- _____ Lifeguard
- _____ Swim Instructor
- _____ WSI Instructor
- _____ Swim Program Director
- _____ Aquatic Attendant
- _____ Aquatic Senior Attendant/Cashier

The **mandatory** orientation day for all Aquatic Complex employees will be Saturday, May 10th from approximately 8AM to 2PM at the Bowling Green Community Center located at 1245 W. Newton Rd.

Availability

1. Are you available to begin Memorial Day weekend?
Yes No
2. If you are not available Memorial Day weekend, what would be your first date of availability? _____
3. Are you available to work through Sunday, August 17th?
Yes No
4. If you are not available through August 17th, what would be your last date of availability? _____
5. If you are in school, when is your spring break? _____
6. Would you be available during this time for an interview if required?
Yes No
7. If there is any time during the season when you expect to miss three or more consecutive shifts, please list the dates: _____
8. Are you interested in pre-season work during April or May to help with getting the Complex ready for the Memorial Day opening?
Yes No

Signature of Applicant

Date

Important Notice

For Life Guards Only: Per City Ordinance, the City Administration shall have the authority to award an hourly bonus of \$0.25 per hour for those seasonal employees of the Parks and Recreation Department, who complete their terms of employment as "Lifeguards" at the City Pool during the 2008 summer swim season. The bonus totals established will be based on "gross" earnings. Therefore, eligible employees shall receive their bonuses only after the correct payroll deductions have been taken for taxes and other necessary payroll deductions. The bonus payments will be included on each affected employee's W2 for calendar year 2008. The Finance Director is authorized to issue the aforementioned bonus payments. Bonuses are only paid if a lifeguard works through August 17, 2008. The bonus will be paid following this date.

Uniform Information

If you are hired by the City of Bowling Green Parks and Recreation Department, a uniform is provided at no cost to you. Please indicate your size for both a shirt and a swimsuit or swim trunks.

-With swimsuits different companies use different sizing charts, please select a size from both options.

-Female guards will either receive a one piece swimsuit or a tankini, please indicate which you would prefer by circling one or the other.

T-shirt:	S	M	L	XL	XXL	Other_____	
Swimsuit Size:	S	M	L	XL	XXL	Other_____	
Swimsuit Size:	30	32	34	36	38	40	Other_____
Tankini Size:							4-16 _____
Tankini Size:	S	M	L	XL	XXL	Other_____	
Trunks:	S	M	L	XL	XXL	Other_____	
Trunk Waist Size:	30	32	34	36	38	40	Other_____

CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

AQUATIC COMPLEX ASSISTANT MANAGER-SEASONAL

Qualifications:

- Current enrollment in courses leading toward or possessing a post-secondary degree in Aquatic Management or related field or NRPA Aquatic Management School certification or minimum of 3 years experience in aquatic operation and management.
- Ability to supervise and train staff in assigned areas of responsibility.

Illustrative duties:

- When so designated, assumes the role and responsibilities of the Aquatic Manager in that person's absence.
- Assistant manager's areas of responsibility include one or more of the following:
 - A. Assist in hiring, scheduling and supervising guard staff. Conducting pre-season and in-service training and special programming as needed.
 - B. Manage front desk operation. Assist in hiring, training, scheduling and supervising of attendant staff.
 - C. Work with variety of department staff in the planning and execution of special events, facility rentals and act as liaison for use of the facility by outside support programs (Swim Club, Fun Days, etc.)

Additional Responsibilities:

- Insure the safety and satisfaction of aquatic complex users by enforcing all rules and regulations.
- Responsible for safety, security, proper operation and maintenance of all equipment within the aquatic complex.
- Maintain overall responsibility and control over all personnel assigned to their area of the complex.
- Submits end of season evaluations on staff directly reporting to this position.
- Assists Complex Manager in preparation of all required forms including nightly cash receipts and deposits, payroll, water quality records, incident and accident reports and attendance reports.
- Attend required staff meetings and conduct meetings as needed for staff under area of responsibility.

The Aquatic Complex is open to the public Monday through Friday from 1:30 PM – 5:15 PM and 6:30 PM to 8:30 PM. It is also open weekends and holidays from 1:00 PM until 7:00 PM. The complex is generally in operation from Memorial Day through the last weekend in August. Assistant managers may also be required to work pool special events.

CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

LIFEGUARD - SEASONAL

Qualifications: To be employed by the City of Bowling Green Parks and Recreation Department, an individual **MUST** be at least sixteen years of age and meet the requirements for the specific job. Previous lifeguarding experience, Advanced First Aid, and other professional certifications and training are advantageous.

Certifications: Lifeguards shall hold current valid and specific type certification cards in the following categories from one of the following agencies. Certifications must be good for the full period of employment.

Lifeguarding

1. American Red Cross - "Lifeguard Training" (95 revision required).
2. Ellis and Associates - "National Pool and Water Park Lifeguard Training".

CPR

1. American Red Cross - "CPR for the Professional Rescuer".
2. American Heart Association - "Basic Life Support course C".

First Aid

1. American Red Cross [part of "Lifeguard Training" (95 revision) certification].
2. Ohio Department of Education - "Emergency Medical Technician - Basic".

Responsibilities:

- Insure the safety of pool patrons.
- Enforce all rules and regulations.
- Maintain positive relations with the public.
- Assist in cleaning aquatic area as assigned.
- Reports to Assistant Manager/Aquatic Coordinator

The Aquatic Complex is open to the public Monday through Friday from 1:30 PM to 5:15 PM and 6:30 PM to 8:30 PM. It is also open weekends and holidays from 1:00 PM until 7:00 PM. The complex is generally in operation from Memorial Day through the last weekend in August. Guards may also be required to work pool special events.

CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

SENIOR LIFEGUARDS - SEASONAL

Qualifications: Must be at least 18 years of age and have three years of guarding experience. Must show maturity, leadership qualities and excellent guarding skills.

Certifications: Lifeguards shall hold current valid and specific type certification cards in the following categories from one of the following agencies. Certifications must be good for the full period of employment.

Lifeguarding

1. American Red Cross – “Lifeguard Training” (95 revision required).
2. Ellis and Associates – “National Pool and Water Park Lifeguard Training”.

CPR

1. American Red Cross – “CPR for the Professional Rescuer”.
2. American Heart Association – “Basic Life Support course C”.

First Aid

1. American Red Cross [part of “Lifeguard Training” (95 revision) certification].
2. Ohio Department of Education – “Emergency Medical Technician – Basic”.

Responsibilities:

- Attend meetings as scheduled.
- Offer suggestions for policy and procedure improvements.
- Insures safety of pool patrons.
- Enforces all rules and regulations.
- Maintains positive relations with the public.
- Insures cleanliness and safety of pool, deck and other patron areas.
- Conducts facility checks as prescribed.
- Coordinates emergency procedures.
- Reports to Assistant Manager/Aquatic Coordinator.

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CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

SWIM PROGRAM INSTRUCTOR – SEASONAL

Qualifications: An individual must be at least sixteen years of age and have an aquatic background and previous teaching experience. Must have positive attitude and relate well to children.

Responsibilities: To teach American Red Cross swim program to youth from age six months and up. Reports to WSI Instructor.

Swim Instruction is held Monday through Friday from 9:30 AM to 1:15 PM and from 5:30 PM to 6:15 PM. The program begins on June 11 and runs for 8 weeks. Instructors are expected to be available the entire program period.

CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

WSI INSTRUCTOR – SEASONAL

Qualifications: Must hold current certification from American Red Cross – “Water Safety Instructor” (revision 95 required).

Responsibilities in addition to those of Instructor: Demonstrate maturity and leadership qualities. Ability to conduct classes and supervise other instructors. Reports to the Swim Program Manager.

Swim Instruction is held Monday through Friday from 9:30 AM to 1:15 PM and from 5:30 PM – 6:15 PM. The program begins on June 11 and runs for 8 weeks. Instructors are expected to be available the entire program period.

CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

ATTENDANT – SEASONAL

Qualifications: Must be sixteen years of age and able to work in a varied, fast paced environment. Must exhibit responsible behavior and ability to carry out duties with general supervision while working closely with coworkers.

Responsibilities:

- Work as part of a team providing services that include front desk operations, litter patrol, sand play area and toddler pool supervision and waterslide control.
- Assist as required with issuing aquatic passes, answering phones and providing general information about the Complex, cleaning of aquatic area and other duties as assigned.
- Reports to Assistant Aquatic Manager.

The Aquatic Complex is open to the public Monday through Friday from 1:30 PM - 5:15 PM and 6:30 PM – 8:30 PM and Weekends and Holidays from 1:00 PM – 7:00 PM. The Complex is generally open from Memorial Day through August. Attendants may be required to work pool special events. Scheduling for the summer is made out by the Aquatic Manager/Asst Mgr.

CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

SENIOR ATTENDANT – SEASONAL

Qualifications: Must be at least eighteen years of age and enjoy working in a fast paced environment. Must possess interpersonal skills to work with all ages. Must have excellent math skills and capability of accurately handling money. Must be responsible and able to carry out duties with general supervision.

Responsibilities:

- Handle money and assume responsibility for balancing and completion of daily reports.
- Supervise attendants in absence of assistant manager.
- Greet and assist users of all ages entering and leaving the Complex.
- Receive money and accurately make change for those entering the Complex.
- Insure attendant staff responsibilities are being met and provide guidance and assistance when required.
- Issue aquatic passes.
- Reports to the Assistant Aquatic Manager.

The Aquatic Complex is open to the public Monday through Friday from 1:30 PM – 5:15 PM and 6:30 PM – 8:30 PM and Weekends and Holidays from 1:00 PM – 7:00 PM. The Complex is generally open from Memorial Day through the last weekend in August. Attendants may be required to work for pool special events. Scheduling for the summer is made out by the Aquatic Complex Coordinator.