



Upper Moreland Swim Club Application 2022

Name _____ Birthdate _____

Email Address _____

Address _____ Phone Number _____

Desired weekly hours:

- Part Time: 30 hours or less
- Full Time: Greater than 30 hours

Position of interest- Rank the following positions with one being the most desired. If you would NOT like to be considered for a certain position, please leave blank. Upon hire, employees will agree to all requirements outlined in their positions' job description (s). Please see attached pages for descriptions/requirements of each position.

Assistant Pool Manager (FT) _____ **Lifeguard** _____

Swim Lesson Coordinator _____ **Swim Lesson Instructor** _____

Front Desk Associate _____ **Pool Associate (6-10 hrs./wk.)** _____

Previous Experience:

Have you worked at UMSC in the past? **Y** **N** For how many years?

Other work-related experiences:

Reference: Please do not list any relatives.

Name _____ **Current Position** _____

Phone Number _____ **Relationship to Applicant** _____

Applicant Signature _____ **Date** _____

The Upper Moreland Swim Club is an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation.

All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.



Upper Moreland Swim Club

Assistant Pool Manager- Full time, Hourly

Job Summary:

The Assistant Pool Manager will establish and implement short and long-range objectives for the assigned personnel under their supervision, oversee related functions and activities, and administer company policies and procedures. The Assistant Pool Manager will ensure swimmer's safety in the pool and pool area; and administer and/or supervise the process of first aid or lifesaving techniques when needed. The Pool Manager is the direct supervisor for this position.

Supervisory Responsibilities:

- The Assistant Pool Manager directly supervises the lifeguards, front desk, and pool associate positions when the Pool Manager is not present. When the Pool Manager is present, the Assistant Pool Manager supervises positions as assigned.

Minimum Qualifications

- 18 years of age by Memorial Day
- Available for work as required during the swim club's season
- All required work-related forms are completed and provided one month prior to the commencement of club operations
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented with no issues one month before commencement of pool operations.
- Current Red Cross Lifeguard Certification Required and a copy provided
- Current CPR/ First Aid/AED Certifications Required and a copy provided

Physical Demands

- Required to have strong swimming skills
- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Ability to remain alert while sitting, standing, or walking for prolonged periods of time
- Ability to operate, lift and control various pool equipment with or without assistance.
- Ability to lift/carry up to seventy-five pounds without assistance.

Requirements

- Punctual, dependable, and accountable
- Applies and demonstrate patience, passion, and enthusiasm
- Applies good interpersonal and de-escalation skills
- Applies good critical thinking skills
- Makes sound judgment even under time constraints
- Available to work on a variety of hours, days, and shifts, including holidays and weekends during the swim club season
- Reports to work able to meet job responsibilities and in proper attire and physical condition consistent with club policies and procedures.
- Ability to multitask
- Highly organized and efficient in completion of assigned duties



Duties and Responsibilities

- Monitors personnel performance, identifying and facilitating opportunities to improve performance
- Manages daily aspects of the pool operations and its staff to ensure duties are completed and customer needs are met.
- Collaborates with other managers to plan, direct, and coordinate duties and assignments
- Drafts, submits, and presents various performance and management reports.
- Manages conflicts and resolves complaints with supervised personnel or patrons on a timely manner assuring confidentiality
- Builds and fosters positive relationships with staff and patrons
- Communicates effectively and professionally with staff about lifeguard rotation and assures that staff members are adhering to rotation assignments and receiving appropriate breaks
- Communicates and enforces all UMSC policies and rules in a personable and professional manner
- Completes appropriate radio announcements as directed by the Pool Manager
- Attends and participates in orientation and regular in-service trainings
- Knowledge of on-site protocols, operational procedures and safety policies and assuring compliance
- Knowledge of protocols for providing on-site emergency assistance and assuring compliance
- Supervise and assist those you supervise in enforcing all UMSC rules and policies
- Walk grounds at a minimum of every 60 minutes, surveying the pool, grounds, and patrons ensuring a there is no infractions of the rules, policies, as well as rectifying any observed pool capacity issues and/or potential hazards or unsafe areas and/or behavior by either the patrons or supervised personnel.
- Actions taken to rectify or resolve any matter involving personnel, patrons, club grounds, etc., are to be reported to the Pool Manager
- Spot hazards or potential hazards and take measures or alert appropriate personnel timely to prevent accidents and/or bodily harm.
- Complete incident report in accordance with incident reporting policy
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)
- Complete and document pool chemical checks in accordance with UMSC policy and procedure
- Rectify water chemistry imbalances and/or timely alert Pool Manager and/or proper personnel
- Ensure automatic operating systems are working correctly and if not timely alert Pool Manager and/or proper personnel
- Complete regular inventory checks of supplies and equipment, documents any needs and communicates your findings with the Pool Manager
- Manages delegation of daily tasks and supervises completion
- Manages conflicts and resolves complaints with supervised personnel on a timely manner assuring confidentiality
- Performs other related duties as assigned



Upper Moreland Swim Club

Lifeguard Position Full & Part Time, Hourly

Job Summary:

The Lifeguard position will ensure swimmers are safe in the pool and the pool area; that the pool operating rules are complied with and administer first aid or lifesaving techniques when needed. The Pool Manager is the direct supervisor to this position. The Assistant Pool Manager is the secondary direct supervisor for this position when the Pool Manager is not present.

Supervisory Responsibilities:

- None.

Minimum Qualifications

- Current Red Cross Lifeguard Certification Required and copy provided
- Current CPR/ First Aid/AED Certifications Required and copy provided
- Fifteen years of age by the completion of the lifeguard certification and CPR and First Aid certification
- Working papers from local school district (if under 18)
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented with no issues one month before commencement of pool operations
- Fifteen years of age by Memorial Day
- Available for work as required during the swim club's season
- All required work-related forms are completed and provided one month prior to the commencement of club operations

Physical Demands

- Required to have strong swimming skills
- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing, or walking for prolonged periods of time
- Ability to operate, lift and control various pool equipment with or without assistance.
- Ability to lift/carry up to seventy-five pounds without assistance

Requirements

- Punctual, dependable, and accountable
- Applies and demonstrate patience, passion, and enthusiasm
- Applies good interpersonal and de-escalation skills
- Applies good critical thinking skills
- Makes sound judgment even under time constraints
- Available to work on a variety of hours, days, and shifts, including holidays and weekends during the swim club season
- Reports to work able to meet job responsibilities and in proper attire and physical condition consistent with club policies and procedures.
- Ability to multitask



- Highly organized and efficient in completion of assigned duties

Duties and Responsibilities

- Communicates effectively and professionally with co-workers and supervisors regarding work matters, including but not limited to rotations and appropriate breaks
- Communicates and enforces all UMSC policies and rules in a personable and professional manner
- Adheres to proper radio protocol and responds in a timely manner
- Maintain rotation of lifeguarding, timely reporting to lifeguarding stations
- Be timely and follow rotation protocols, always be aware of pool safety during this process
- Rectify any observed pool capacity issues and/or potential hazards or unsafe areas and/or unsafe behavior
- Attend and participate in orientation and regular in-service training
- Knowledge of on-site protocols, operational procedures, and safety policies and compliance with same for yourself and the patrons
- Knowledge of protocols for providing on-site emergency assistance and assuring compliance
- Enforce all UMSC rules and policies
- Actions taken to rectify or resolve any matter involving patrons or club grounds, etc., are to be reported to the Pool Manager or Assistant Pool Manager on duty
- Spot hazards or potential hazards and take measures or alert appropriate personnel timely to prevent accidents and/or bodily harm
- Assist Pool Manager or Assistant Pool Manager on duty in completing incident reports in accordance with the incident reporting policy
- Complete daily cleaning assignments
- Actively and always guard and scan the pool area; refrains from socializing while guarding
- Spot hazards or potential hazards and take measures or alert appropriate personnel to prevent accidents
- Recognizes and responds effectively in emergency situations by activating the Emergency Action Plan (EAP)
- Identify and facilitate opportunities to increase productivity and efficiency.
- Builds and fosters positive relationships with staff and patrons
- Ensure job responsibilities are completed and customer needs are met.
- Collaborate with managers to plan, direct, and coordinate job responsibilities
- Drafts, submits, and presents recommendations of improvement reports to manager
- Manages conflicts and resolves complaints with patrons on a timely manner and report such incidents to the Pool Manager or Assistant Pool Manager on duty
- Performs other related duties as assigned



Upper Moreland Swim Club

Front Desk Position- Part time OR Full time, Hourly

Job Summary:

The Front Desk Position will ensure only members and their guests enter the club facility and all members and guests are properly recorded in the ESoft System; and any exceptions are reported to the Pool Manager or Assistant Pool Manager on Duty. They are to maintain accurate records of patron attendance and fees collected, reporting same to Pool Manager or Assistant Pool Manager on Duty. The Pool Manager is the direct supervisor for this position. The Assistant Pool Manager is the secondary direct supervisor for this position when the Pool Manager is not present.

Supervisory Responsibilities:

- None.

Minimum Qualifications

- Fifteen years of age by Memorial Day
- Working papers from local School District (if under 18)
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented with no issues before opening day.
- Available for work as required during the swim club's season
- All required work-related forms are completed and provided one month prior to the commencement of club operations

Physical Demands

- Able to stand or sit for prolonged periods of time
- Ability to react to adversity professionally and maturely
- Able to remain alert and attentive to job requirements while on duty

Requirements

- Punctual, dependable, and accountable
- Applies and demonstrate patience, passion, and enthusiasm
- Applies good interpersonal and de-escalation skills
- Applies good critical thinking skills
- Makes sound judgment even under time constraints
- Available to work on a variety of hours, days, and shifts, including holidays and weekends during the swim club season
- Reports to work able to meet job responsibilities and in proper attire and physical condition consistent with club policies and procedures.
- Possess basic computer skills
- Knowledge of basic math skills (addition, subtraction, multiplication, and division) as it relates to monetary collections
- Ability to multitask
- Highly organized and efficient in completion of assigned duties



Duties and Responsibilities

- Communicates effectively and professionally with patrons, co-workers, and supervisors
- Attends and participates in orientation and in-service training
- Knowledge of membership check-in/check-out procedures and policies and completes these tasks in accordance with said procedures and policies
- Knowledge of on-site protocols, operational procedures, and safety policies regarding parties, guests and other club events and completes these tasks in accordance with said procedures and policies
- Builds and fosters positive relationships with staff and patrons
- Performs other related duties as assigned



Upper Moreland Swim Club

Pool Associate Position- Part Time, Hourly

Job Summary:

The Pool Associate position will maintain the club's grounds and facility as directed by either the Pool Manager or the Assistant Pool Manager on duty. The Pool Manager is the primary direct supervisor for this position. The Assistant Pool Manager is the secondary direct supervisor for this position when the Pool Manager is not present.

Supervisory Responsibilities:

- None.

Minimum Qualifications

- Fifteen years of age by Memorial Day
- Working papers from local School District (if under 18)
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented with no issue one month before commencement of pool operations.
- Available for work as required during the swim club's season
- All required work-related forms are completed and provided one month prior to the commencement of club operations

Physical Demands

- Able to lift and move items of up to fifty pounds without assistance
- Able to operate yard work equipment (leaf blower, power washer, etc.)
- Able to stand/walk for prolonged periods of time
- Able to bend, crouch and twist their body
- Possess adequate fine motor skills conducive to completing moderate physical labor

Requirements

- Punctual, dependable, and accountable
- Applies and demonstrate patience, passion, and enthusiasm
- Applies good interpersonal and de-escalation skills
- Applies good critical thinking skills
- Makes sound judgment even under time constraints
- Available to work on a variety of hours, days, and shifts, including holidays and weekends during the swim club season
- Reports to work able to meet job responsibilities and in proper attire and physical condition consistent with club policies and procedures.
- Ability to multitask
- Highly organized and efficient in completion of assigned duties



Duties and Responsibilities

- Communicates effectively and professionally with patrons, co-workers, and supervisors
- Attends and participates in orientations and trainings
- Builds and fosters positive relationships with staff and patrons
- Maintenance of Upper Moreland Swim Club grounds including, but not limited to:
 - Weeding/watering flower beds
 - Trash/personal item pick up
 - Operating leaf blowers/power washers
 - Cleaning picnic tables
 - Organizing lost and found
 - Sweeping/raking mulch
 - Picking up trash and debris
 - Emptying trash in waste dumpster
 - Sweeping sidewalks
 - Wiping down high traffic areas with disinfectants and cleaners
 - Cleaning restrooms and public areas
 - Perform other related duties as assigned



Upper Moreland Swim Club

Swim Lesson Coordinator- Part Time, Hourly

Job Summary:

The Swim Lesson Coordinator will ensure the swim lesson program is successfully and safely administered.

Supervisory Responsibilities:

- The Swim Lesson Coordinator directly supervises the Swim Lesson Instructors.

Requirements

- Punctual, dependable, and accountable
- Applies and demonstrate patience, passion, and enthusiasm
- Applies good interpersonal and de-escalation skills
- Applies good problem-solving and quick decision-making skills
- Makes sound judgment even under time constraints
- Available to work on a variety of hours, days, and shifts, including holidays and weekends during the swim club season
- Reports to work able to meet job responsibilities and in proper attire and physical condition consistent with club policies and procedures.
- Ability to multitask
- Highly organized and efficient in completion of assigned duties

Minimum Qualifications

- 18 years of age by Memorial Day
- Knowledgeable of a variety of swimming techniques and skills
- Available for work during the swim club summer season
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented with no issue one month before commencement of pool operations
- Current Red Cross Lifeguard Certification Required and a copy provided
- Current CPR/ First Aid/AED Certifications Required and a copy provided
- Available for work during the swim club's season
- All required work-related forms are completed and provided one month prior to the commencement of club operations

Physical Demands

- Required to have strong swimming skills
- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing, or walking for prolonged periods of time
- Ability to remain alert while sitting, standing, or walking for prolonged periods of time
- Ability to lift/carry up to seventy-five pounds without assistance.



Duties and Responsibilities

- Determines the best method to deliver needed training; prepares materials, locations, and supplies accordingly.
- Explains and demonstrates jobs and tasks to be performed.
- Explains, demonstrates, and emphasizes all safety aspects of jobs and tasks; reviews any applicable job safety analysis with each employee.
- Schedules, organizes, and provides supplemental training when necessary.
- Conducts refresher training sessions when necessary.
- Develops and maintains a library of training and reference materials and documentation.
- Periodically reviews internal training programs then recommends and facilitates improvements.
- Communicates effectively and professionally with swim instructors and provides guidance and training when needed
- Communicates effectively and professionally with program participants
- Knowledge of policies and procedures regarding UMSC Emergency Action Plan (EAP)
- Maintain a safe environment and applies safety rules and guidelines
- Creates a welcoming, positive, and safe atmosphere conducive to learning a variety of swimming techniques and water skills
- Builds and fosters positive relationships with swim lesson instructors and program participants
- Manages and organizes participant registration
- Assigns participants and instructors to appropriate levels
- Compiles end of session reports and assists instructors in completing and distributing report cards
- Supervises daily lessons
- Communicates and enforces all UMSC policies and rules in a personable and professional manner
- Attends and participates in orientation and regular in-service trainings
- Knowledge of on-site protocols, operational procedures and safety policies and compliance with same for yourself and those you supervise.
- Knowledge of protocols for providing on-site emergency assistance and providing same
- Supervises and assist those you supervise in enforcing all UMSC rules and policies
- Must be present during swim lessons, surveying the pool, grounds, and patrons ensuring there is no infractions of the rules, policies, as well as rectifying any observed swim lesson issues and/or potential hazards or unsafe areas and/or behavior by either the patrons or supervised personnel.
- Actions taken to rectify or resolve any matter involving personnel, patrons, club grounds, etc., are to be reported to the Pool Manager
- Spot hazards or potential hazards and take measures or alert appropriate personnel timely to prevent accidents and/or bodily harm.
- Completes incident report in accordance with incident reporting policy
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)
- Manages conflicts and resolves complaints with supervised personnel or patrons on a timely manner assuring confidentiality
- Performs other related duties as assigned



Upper Moreland Swim Club

Swim Lesson Instructor- Part Time, Hourly

Job Summary:

The Swim Lesson Instructor will perform the swim lesson program safely and successfully. The Swim Lesson Instructor will provide swim and safety training, demonstrating proper swim skills and standards in a classroom and/or swim pool setting.

Supervisory Responsibilities:

- None

Minimum Qualifications

- Knowledgeable of a variety of swimming techniques and skills
- Current Red Cross Lifeguard Certification Required and copy provided
- Current CPR/ First Aid/AED Certifications Required and copy provided
- Fifteen years of age by the completion of the lifeguard certification and CPR and First Aid certification
- Working papers from local school district (if under 18)
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented with no issues one month before commencement of pool operations
- Fifteen years of age by Memorial Day
- Available for work during the swim club's summer season
- All required work-related forms are completed and provided one month prior to the commencement of club operations

Physical Demands

- Required to have strong swimming skills
- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Ability to physically assist program participants in the act of swimming for learning purposes
- Required to remain alert to dangerous situations while sitting, standing, or walking for prolonged periods of time outside
- Ability to lift/carry up to seventy-five pounds without assistance

Requirements

- Punctual, dependable, and accountable
- Applies and demonstrate patience, passion, and enthusiasm
- Applies good interpersonal and de-escalation skills
- Applies good critical thinking skills
- Makes sound judgment even under time constraints
- Available to work on a variety of hours, days, and shifts, including holidays and weekends during the swim club season
- Reports to work able to meet job responsibilities and in proper attire and physical condition consistent with club policies and procedures.



- Ability to multitask
- Highly organized and efficient in completion of assigned duties

Duties and Responsibilities

- Communicate professionally and effectively program participants to ensure all water safety rules are adhered to
- Communicate professionally and effectively with Swim Lesson Coordinator and other Swim Lesson Instructors
- Attends and participates in training as deemed necessary by the Swim Lesson Coordinator
- Knowledge of swimming techniques and skills
- Plan and teach appropriately progressive swimming techniques and skills as outlined by Swim Lesson Coordinator
- Assess skills of participants according to level standards and adjust as necessary
- Complete end of session reports for each participant
- Communicate and enforce all UMSC policies and rules in a personable and professional manner
- Attend and participate in orientation and regular in-service training
- Knowledge of on-site protocols, operational procedures and safety policies and compliance with same for yourself and those you supervise.
- Knowledge of protocols for providing on-site emergency assistance and providing same
- Actions taken to rectify or resolve any matter involving, patrons, club grounds, etc., are to be reported to the Pool Manager
- Spot hazards or potential hazards and take measures or alert appropriate personnel timely to prevent accidents and/or bodily harm.
- Complete incident reports in accordance with incident reporting policy
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)
- Manages conflicts and resolves complaints with supervised personnel or patrons on a timely manner assuring confidentiality
- Performs other related duties as assigned