



Upper Moreland Swim Club Application 2023

Name _____ Birthdate _____

Email Address _____

Address _____ Phone Number _____ Position of

interest- Rank the following positions with 1 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.

You may apply to be a lifeguard at the age of 14, but you must be 15 to begin working as a lifeguard. You may apply and work at the age of 14 for the pool assistant.

Position	FT (26-25 hours) or PT (15-25 hours)	RANK
Assistant Pool Manager	FT Only	
Lifeguard		
Front Desk Associate		
Pool Associate		
Swim Lesson Coordinator	PT Only	
Swim Lesson Instructor	PT Only	

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 _____

APPLICATIONS DUE APRIL 10th, 2023



Upper Moreland Swim Club

Assistant Pool Manager- Full time

Minimum Qualifications

- 18 years of age by Memorial Day
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day.
- Current Red Cross Lifeguard Certification Required (copies on file)
- Current CPR/ First Aid/AED Certifications Required (copies on file)

Physical Demands

- 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 various lengths of time outside during summer months (Memorial Day- Labor Day)
- Ability to operate, lift and control various pool equipment
- Ability to lift/carry up to 50 pounds with the help of a cart/wagon

Duties and Responsibilities

- Punctual, reliable and responsible
- Possess interpersonal and de-escalation skills
- Problem solving and quick decision making abilities
- Available to work a variety of hours, days and shifts, including holidays and weekends ● Dress and appearance are consistent with UMSC standards including wearing your swimsuit, guard shirt, whistle and tube while on duty
- Communicate effectively and professionally with staff about rotation and assure that staff members are adhering to rotation and receiving appropriate breaks
- Communicate and enforce all UMSC and pool policies and rules in a personable and professional manner
- Attend and participate in orientation and regular in-service trainings
- Knowledge of on-site protocols, operational procedures and safety policies
- Knowledge of protocols for providing on-site medical assistance
- Support lifeguards and front desk staff in enforcing all UMSC rules and policies ● Walk grounds hourly, survey capacity, and look for potential hazards or areas and rectify or alert proper personnel
- Spot hazards or potential hazards and take measures or alert appropriate personnel to prevent accidents
- 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 alerts proper personnel
- Ensure automatic operating systems are working correctly
- Complete regular inventory checks, documents any needs, and communicates with Pool Manager
- Manages delegation of daily tasks and supervises completion



Upper Moreland Swim Club

Lifeguard Position- Part time OR Full time

Minimum Qualifications

- Current Red Cross Lifeguard Certification Required (copies on file)
- Current CPR/ First Aid/AED Certifications Required (copies on file)
- 15 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 before Opening day.

Physical Demands

- 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 various lengths of time outside during summer months (Memorial Day- Labor Day)
- Ability to operate, lift and control various pool equipment items such as vacuums, lanelines, etc.
- Ability to lift/carry up to 50 pounds with the help of a cart/wagon

Duties and Responsibilities

- Punctual, reliable and responsible
- Problem solving and quick decision making abilities
- Available to work a variety of hours, days and shifts, including weekends and holidays ● Dress and appearance are consistent with UMSC standards including wearing your swimsuit, guard shirt, whistle and tube while on duty
- Communicate effectively and professionally with co-workers and supervisors
- Communicate and enforce all UMSC and pool policies and rules in a personable and professional manner
- Adhere to proper radio protocol and response in a timely manner, includes radio communication to the Pool Manager on duty
- Attend and participate in orientation and regular in-service training
- Knowledge of on-site protocols, operational procedures, and safety policies
- Knowledge of protocols for providing on-site medical assistance
- Complete daily cleaning assignments
- Maintain rotation of lifeguarding
- Actively guards and scan the pool area at all times; refrains from socializing while guarding ● Spot hazards or potential hazards and take measures or alert appropriate personnel to prevent accidents
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)



Upper Moreland Swim Club

Front Desk Position- Part time OR Full time

Minimum Qualifications

- 15 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 before opening day.

Physical Demands

- Sit/stand for majority of shift

Duties and Responsibilities

- Punctual, reliable and responsible
- Available to work a variety of hours, days and shifts, including weekends and holidays
- Dress and appearance are consistent with UMSC standards including wearing your club issued uniform
- Communicates effectively and professionally with patrons, co-workers and supervisors
- Attends and participates in orientation and in-service trainings
- Knowledge of membership check-in/check-out procedures and policies
- Knowledge of on-site protocols, operational procedures, and safety policies regarding Parties, guests and other club events
- 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 clerical tasks



Upper Moreland Swim Club

Pool Associate Position- Part Time

Minimum Qualifications

- 15 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 before opening day.

Physical Demands

- Able to lift and move items of up to 50 pounds with the help of carts/wagons
- Able to operate yard work equipment (leaf blower, power washer, etc.)
- Able to stand/walk for long periods of time in the summer months (Memorial Day through Labor Day)
- Able to bend, crouch and twist their body
- Possess adequate fine motor skills conducive to completing moderate physical labor

Duties and Responsibilities

- Punctual, reliable and responsible
- Available to work a variety of hours, days and shifts, including weekends and holidays
- Dress and appearance are consistent with UMSC standards including wearing your club issued uniform
- Communicates effectively and professionally with patrons, co-workers and supervisors
- Attends and participates in orientations and trainings
- Upkeep 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



Upper Moreland Swim Club

Swim Lesson Coordinator- Part Time

Minimum Qualifications

- 18 years of age by Memorial Day
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day.
- Current Red Cross Lifeguard Certification Required (copies on file)
- Current CPR/ First Aid/AED Certifications Required (copies on file)

Physical Demands

- 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 have strong swimming skills
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time outside during summer months (Memorial Day- Labor Day)

Duties and Responsibilities

- Punctual reliable and responsible
- Demonstrate patience, passion and enthusiasm
- Problem solving and quick decision making skills
- Communicate effectively and professionally with swim instructors and provides guidance and trainings when needed
- Communicates effectively and professionally with program participants
- Knowledge of policies and procedures in regards to UMSC Emergency Action Plan (EAP)

- Maintain a safe environment and applies safety rules and guidelines
- Create a welcoming, positive and safe atmosphere conducive to learning a variety of swimming techniques and water skills
- Build and foster positive relationships with swim lesson instructors and program participants
- Manage and organize participant registration
- Assign participants and instructors to appropriate levels
- Compile end of session reports and assists instructors in completing and distributing report cards
- Supervise daily lessons



Upper Moreland Swim Club

Swim Lesson Instructor- Part Time

Minimum Qualifications

- 15 years of age by Memorial Day
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day
- Knowledgeable of a variety of swimming techniques and skills

Physical Demands

- 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
- Required to have strong swimming skills
- Ability to physically assist program participants in the act of swimming for learning purposes

Duties and Responsibilities

- Punctual, reliable and responsible
- Demonstrate patience, passion and enthusiasm
- Problem solving and quick decision making skills
- 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
- Attend and participate in trainings as deemed necessary by the Swim Lesson Coordinator
- Knowledge of on-site protocols and operational procedures and safety policies ●

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 make adjustments as necessary
- Complete end of session reports for each participant