



HOMWOOD PARKS & RECREATION

JOB APPLICATION

Homewood Parks & Recreation Board
1632 Oxmoor Road, Homewood, Alabama 35209
PH: 205-332-6701

Job Title: Lifeguard/Office Attendant
Job Level: Part-time (Seasonal),
\$11.10/hr - Office Attendant Only;
\$11.69 - \$12.85/hr - Lifeguard (Based on Experience)
Updated on: February 20, 2022

SUMMARY

Monitors activities in aquatic facilities to prevent accidents and provide assistance to swimmers/patrons by performing the following duties:

ESSENTIAL FUNCTIONS:

Prevents accidents through the enforcement of policies, rules, regulations and ordinances governing the conduct of the persons using the swimming pool.

Ensures all safety equipment is in order and the pool is safe to open.

Never leaves the pool unattended. Maintains constant visual surveillance of the pool and surrounding areas to prevent drowning or accidents. Is alert, looks alert.

Checks pool bottom frequently. All non-swimmers must be in shallow water. Swimming test will be given to all swimmers the lifeguards feel does not need to be in deep water. Lifeguards have the final say on who swims in the deep end.

Observes persons entering pool area to assure that they have proper bathing attire and that no one enters the pool in an unclean condition or with open cuts, sores or apparent ailing conditions.

Stations self at a point where the entire pool can be readily seen and where entry of water can be made immediately and safely if necessary.

Enters water with proper rescue skills to rescue persons in trouble; resuscitates swimmers as needed; administers proper first-aid to the injured at the level trained to do so; calls the emergency number in case of serious accidents.

Maintains order in the pool, anticipates trouble and takes steps to prevent it.

Reports definite or potential physical hazards, unsafe conditions or complaints of patrons to the Pool Manager.

Lifeguards are required to clean all aquatic facility areas. Maintains the swimming pool, deck, guard room, office, keeps gutters clean, assists in cleaning of restrooms, showers, sidewalks, as well as other maintenance duties including using a leaf blower, taking trash to dumpster, installing lane ropes, etc.

Is friendly, helpful and cheerful to all pool patrons and fellow employees in the performance of duties.

Adheres to posted job schedules. Is punctual when reporting for duty; reports 5 minutes before scheduled time.

Wears assigned uniforms of swim suits and shirts only. A whistle on a lanyard and a rescue tube are to be carried at all times. Keeps well groomed at all times.

Keeps self in top physical condition. Keeps Lifeguard Training, Standard First Aid and CPR Certifications current.

Will not participate in games with patrons in or out of the water while on duty or in a guard suit unless approved through management, i.e. day care groups.

Makes thorough examination of pool and pool areas before it is closed.

Is expected to assist with any special aquatic events and instruction.

There will be In-Service Training periodically for lifeguards and pool staff to go over EAP and rescues.

Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM REQUIREMENTS TO APPLY

Must be 18 years of age prior to beginning work.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold current certifications, or be able to obtain prior to hire: Lifeguard Training, CPR, and First Aid. Homewood Parks and Recreation will host two courses which will cover these topics. The dates are TBD.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Employee is required to have above average aerobic capacity.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to toxic or hazardous chemicals. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Please fill out all of the sections below:

Homewood Parks & Recreation Board is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a Homewood Park representative.

Applicant Information

Applicant Name: _____

Address: _____

City, State & Zip: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____

Employment Position - Lifeguard

How did you hear about this position?

The Homewood Pool Season runs from mid-May through mid-Aug. Our regular hours of operation are Monday-Saturday, 10AM-7PM and Sundays, 1PM-6PM. There are often after-hour pool parties and swim meets, as well as swim team practices and swim lessons prior to the pool opening during the week. You will be expected to work some holidays and weekends. Is there any reason why you would be unable to work during the above stated times/dates? (Include all known vacations, summer classes, additional jobs, etc.) If yes, please explain: YES NO

Applicants attending college please answer the following:

What date does your school resume classes in the fall?

What date do you estimate you will need to return to campus?

Are you willing to return and work weekends for the remainder of the summer?

Additional Information:

What type of lifeguard certification do you have (Red Cross, YMCA or other)?

What type of CPR certification do you have (Red Cross, other)?

How many years have you been a lifeguard (Submit previous certificate)? _____

Have you ever participated in/been a member of a swim team? YES NO

If yes, please explain.

Are you willing and comfortable in being a Homewood Swim Team coach? YES NO

Would you like to be considered for a head guard (supervisor) position? YES NO

If yes, please explain.

Personal Information

Are you 18 years or older? YES NO

If not, when will you turn 18? _____

Are you a U.S. citizen or approved to work in the United States? YES NO

What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? YES NO

Have you ever been convicted of a criminal offense (felony or misdemeanor)? YES NO

If yes, please state nature of the crime(s), when and where convicted and disposition of the case:

Have you ever applied to work for Homewood Parks & Recreation Board before? YES NO

If yes, when?

Do you have any friends, relatives, or acquaintances working for HPRB? YES NO

If yes, state name(s) & relationship:

Job Skills/Qualifications

Please list below any other certifications or skills that would aid you in fulfilling your duties as a Homewood Parks lifeguard:

(Note: Homewood Parks & Recreation Board complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Previous Employment (starting with most recent)

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State & Zip Code: _____

Employer Telephone: _____

Duties: _____

Dates Employed: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State & Zip Code: _____

Employer Telephone: _____

Duties: _____

Dates Employed: _____

Reason for leaving: _____

References: Please provide 3 personal and professional reference(s) below:

Reference	Relationship	Contact Information

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. By applying for employment, I authorize the Homewood Parks & Recreation Board (HPRB), and its employees and representatives to request information from and consult with any third party (including any former employers) who may have information on me including my qualifications, competence, character, stability, habits, behavior, and prior work performance. This authorization includes the right to inspect and/or obtain any and all documents and records (i.e. criminal background history, department of motor vehicle history, and/or sexual offender status) of any kind from third party source unless protected by a statutory or judicially created privilege. I authorize any such third party to release this information to HPRB, and I hereby release HPRB, its employees and representatives, and any such third party from any and all liability with respect to any acts, communications, recommendations, disclosures and/or expressions of opinion concerning information requested, transmitted, evaluated, and used in considering my application for employment and subsequent employment (if any) with HPRB.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules & regulations of the department. I understand that my employment with HPRB is voluntarily entered into, and I am free to resign at will at any time, with or without cause. Similarly, HPRB may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

In processing your application for employment, if you are offered employment, or at any time during your employment, Homewood Parks & Recreation Board (HPRB) may obtain a background check or perform drug and/or alcohol testing. HPRB is proud to be a drug & alcohol free workplace.

I authorize HPRB to perform any and all necessary background checks, and drug/alcohol testing.

Applicant Signature: _____

Date: _____