



Carl Strong
Recreation Supervisor II

Jack Busch
Program Supervisor

Kaila Barrett
Program Coordinator

Dear Applicant,

We are pleased you have chosen to apply to the City of Spokane Parks & Recreation Department Aquatics Division for the 2012 Summer Swim Season. The Aquatics Division is looking to hire qualified applications to fill more than 160 positions at the City's six recently renovated aquatic centers. Each aquatic center will require a staff of at least 20 including lifeguards, aquatic aides, instructors, maintenance, custodial and managers.

Please fill out all information completely, including copies of all certifications necessary for your position, and email (preferred), fax, or mail to the contact information below. Once we have received your application, we will send you an email with a link to a pre-hire questionnaire that must be completed before the interview process can be started. You must have a current email address to complete the application process. The pre-hire questionnaire and application screening will be the basis for selection of applicant interviews. Please also keep in mind that we only hire applicants with current certifications through August 2012 and copies must be submitted at the time of application. A calendar has also been provided with your application for you to fill out schedule requests for May and June. Please mark any times that you may need off due to school schedules, sports practices, family vacation, or graduation plans (be specific). Efforts will be made to accommodate schedule requests, however, days off are not guaranteed.

Positions are open until filled. Please take a moment to familiarize yourself with the position descriptions for the 2012 summer season. Applications should be received no later than April 2nd to be considered for the first round of hiring.

City of Spokane, Washington
Parks & Recreation Department
ATTN: Aquatics Supervisor
2304 E. Mallon
Spokane, Washington 99202
Tel 509.363.5417
Fax 509.363.5454
aquatics@spokanecity.org

Feel free to contact the aquatics office with any questions, comment, concerns.

Thanks,

Kaila Barrett
Program Coordinator



APPLICANT CHECKLIST
Classification: Facility Manager I-II

The checklist below has been provided as a resource for prospective applicants to utilize in submission of their applications. Only applications that include all components listed below will be considered for review. Should you have any questions regarding the process, please contact the Aquatics Office at 509.363.5417.

Completed Application (In order below)

- City of Spokane Temp/Seasonal Application
- Aquatics Supplemental Application
- Cover Letter/Resume (Optional)
- Copy of all current certifications (Front & Back, signed by instructor)
 - American Red Cross Lifeguard Training
 - American Red Cross First Aid
 - American Red Cross CPR for the Lifeguards (or AHA Healthcare Provider)
 - American Red Cross Blood Bourne Pathogens
 - American Red Cross WSI
 - WA DOH (SRHD) Food Handlers Permit
 - American Red Cross Blood Bourne Pathogens
- Schedule Request
 - May
 - June

Notes:

SPOKANE PARKS & RECREATION

Job Description – FACILITY MANAGER I (ASSISTANT POOL MANAGER)



Division/Department:	Parks Aquatics	Compensation:	\$10.25-11.00/hr
Location:	Various Aquatic Facilities		
Job Title:	Facility Manager I (Assistant Pool Manager)		
Reports to:	Carl Strong – Recreation Supervisor II		

Level/Grade	Type of position:	Hours 0-40 / week
	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Temp/Seasonal	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Responsibilities include assisting Facility Manager II in supervision of overall operation, including all programs at one of six City aquatic facilities. This includes: Training, assigning, supervising, and evaluating staff; ensuring safety of staff and participants, and ensuring that custodial and maintenance duties are done properly and frequently enough to achieve sanitary and pleasing conditions at the pool facility; seeing that facility and equipment functions properly and are in good repair through staff efforts and work order requests; completing and maintaining daily records and weekly reports, and other paperwork as required; ensuring that the public is handled effectively and with consideration using good public relations skills. This position has ultimate responsibility for ensuring that all pool operations are conducted in a safe and healthful manner. The Facility Manager II will assign work schedules. *Reports to Facility Manager II; Aquatic Supervisory Staff.*

WORK RELATED REQUIREMENTS

- Have excellent communication skills [ability to answer phones, and speak with public] and decision-making skills
- Thorough knowledge and application of facility characteristics and lifeguarding techniques as well as pool mechanical operations.
- Ability to work as a team member while encompassing supervisory responsibilities
- Familiar with Microsoft Office Suite (Word, Excel, Outlook) and Computers
- Knowledge and/or ability to obtain knowledge of American Red Cross and other aquatic related programming.

QUALIFICATIONS

- Must be at least 18 years of age at time of appointment
- Two years (or seasons) experience as a lifeguard I or similar, *aquatic supervisory experience preferred*
- Possess a valid government issued ID and Social Security Card
- Required to submit to background check and drug test
- MUST possess current (through summer) certifications in ARC Lifeguarding & First Aid; ARC Water Safety Instructor; ARC CPR for the Pro Rescuer; ARC Blood Borne Pathogens. *LGI and CPO/AFO Preferred.*
- MUST possess WA State DOH Food Handlers Permit

APPLICATION DEADLINE: Open Until Filled

SELECTION PROCESS: 50% Applicant Screening; 50% Oral Interview

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	

Division/Department:	Parks Aquatics	Compensation:	\$10.25-11.00/hr
Location:	Various Aquatic Facilities		
Job Title:	Facility Manager I (Assistant Pool Manager)		
Reports to:	Carl Strong – Recreation Supervisor II		
DATE HIRED			

The City of Spokane is an Equal Opportunity Employer

Beginning with your present position, or more recent employment and working back to school graduation if necessary, list the last three positions you held:

May inquiries be made of your present employer?

YES

NO

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1. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

2. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

3. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

4. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

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Use this space for necessary explanations. (Indicate question). List any other directly related experience. If more space is needed, please attach sheet.

NOTE: A pre-employment physical and/or drug test may be required depending on the position applying for.

OATH OF APPLICATION

I hereby certify that I have read all of the above questions and statements and fully understand their intent and meaning. I further certify that all responses are true and correct to the best of my knowledge and belief.

I understand and agree that all statements in this application are subject to investigation and verification. I am aware that any false or dishonest answer to any question on this application shall be grounds for dismissal if already appointed.

Signature: _____ Date: _____



Aquatics

2012 Supplemental Application

APPLICANT INFORMATION

Applicant Name: _____ Date: _____
Last First M.I.

Position(s) Applied for: Lifeguard WSI Manager Swim Coach WX Instructor Aquatic Aide (Cashier) Night Crew

Phone Number () _____ Email address (REQUIRED) _____

What is your summertime mailing address: _____

Do you have an alternate phone number? _____

If applicable, do you meet the minimum requirements for this position? _____

T-Shirt Size: Yth Small Adult Small Adult Medium Adult Large Adult X-Large Adult XX-Large

SPECIALIZED WORK EXPERIENCE

Check skills and experience you have that may qualify you for this position:

Please provide copies of all applicable certifications

CERTIFICATION	AGENCY	EXPIRATION DATE
<input type="checkbox"/> Lifeguard Training		
<input type="checkbox"/> CPR /AED for Lifeguards		
<input type="checkbox"/> Blood Bourne Pathogens		
<input type="checkbox"/> Lifeguard Instructor		
<input type="checkbox"/> WSI		
<input type="checkbox"/> Food Handlers Permit		
<input type="checkbox"/>		
<input type="checkbox"/>		

What hours are you available to work: (Check applicable) Mornings Afternoons Evenings Late Night

What days are you available to work: (Check applicable) Mon Tues Wed Thurs Fri Sat Sun

Do you have a pool preference for placement : #1: _____ Reason: _____
#2: _____ Reason: _____

Are you available to work pre-season (May 15-June 18) at Witter Aquatics Center? YES NO
If so, what is your pre-season availability?

Applicant Additional Comments:

Email completed application to aquatics@spokanecity.org
Please put "**Application**" in the subject line

ALL APPLICATIONS (Except Night Crew) MUST INCLUDE A COPY OF CERTIFICATIONS

AQUATICS SCHEDULE REQUEST – JUNE 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3 ALL DAY – MGR TRAINING	4 4-8 ALL STAFF ORIENTATION	5 4-8 LG SKILLS GROUP 1	6 4-8 LG SKILLS GROUP 1	7 4-8 LG SKILLS GROUP 1	8	9
10	11	12 4-8 LG SKILLS GROUP 2	13 4-8 LG SKILLS GROUP 2	14 4-8 LG SKILLS GROUP 2	15 5-8 ALL STAFF FUN NIGHT	16 9-12 WSI TRAINING 1-5 EAP TRAINING
17	18 ALL POOLS OPEN	19	20	21	22 8-9 AQUATIC AIDE MEETING	23
24	25	26	27	28	29	

Please mark any time you may need off.

Attendance is required at all applicable trainings noted on the calendar above. Changes made after submission of this schedule request must be submitted using the "Time-off request" form available from your manager. Every effort will be made to accommodate schedule requests, however, time off is not guaranteed.

Name: _____

Date: _____

Position: _____

Signature: _____

**by signing this form, I attest that I have accurately recorded any time off that I may need to the best of my knowledge. I understand that any additional changes must be made through my manager.*



AQUATICS SCHEDULE REQUEST – MAY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 10-3 Manager Meeting
6	7	8 2-6 PAYROLL SIGN UP	9 2-6 PAYROLL SIGN UP	10 2-6 PAYROLL SIGN UP	11	12 9-5 Manager Meeting
13	14	15 430-730 Aquatic Aide Training Group 1	16 430-730 Aquatic Aide Training Group 1	17 430-730 Aquatic Aide Training Group 1	18	19 9-5 Manager Meeting
20	21	22 430-730 Aquatic Aide Training Group 2	23 430-730 Aquatic Aide Training Group 2	24 430-730 Aquatic Aide Training Group 2	25	26
27	28	29 430-730 Aquatic Aide Training Group 3	30 430-730 Aquatic Aide Training Group 3	31 430-730 Aquatic Aide Training Group 3	Notes:	

Please mark any time you may need off.

Attendance is required at all applicable trainings noted on the calendar above. Changes made after submission of this schedule request must be submitted using the "Time-off request" form available from your manager. Every effort will be made to accommodate schedule requests, however, time off is not guaranteed.

Name: _____

Date: _____

Position: _____

Signature: _____



**by signing this form, I attest that I have accurately recorded any time off that I may need to the best of my knowledge. I understand that any additional changes must be made through my manager.*