



**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 2<sup>nd</sup> 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: Instructor 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)

- Temp/Seasonal Application
- Supplemental Application
- Cover Letter/Resume (Optional)
- Copy of all certifications up-to-date
  - American Red Cross Lifeguard Training
  - American Red Cross First Aid
  - American Red Cross CPR for the Professional Rescuer
  - American Red Cross Blood Bourne Pathogens
  - American Red Cross Water Safety Instructor Training
  - American Red Cross Waterpark *preferred not required*
  - Additional applicable certifications
- Calendar with all scheduling conflicts
  - May
  - June

---

Notes:

**SPOKANE PARKS & RECREATION**  
 Job Description – INSTRUCTOR II (HEAD SWIM COACH)



<b>Division/Department:</b>	Parks Aquatics	<b>Compensation:</b>	\$10.25-11.00/hr
<b>Location:</b>	Various Aquatic Facilities		
<b>Job Title:</b>	Instructor II (Head Swim Coach)		
<b>Reports to:</b>	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"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

**GENERAL DESCRIPTION**

Direct summer swim team for the City of Spokane Summer Swim League. Position runs from early June to mid August including 4th of July and weekend swim meets. Work schedules will vary between early mornings to mid afternoon and some weekends. Duties include but are not limited to the supervision of all swim team participants, developing seasonal goals, workouts, hosting swim meets, data entering with HY-TEK™, assisting with maintenance and custodial duties and keeping records and reports. Instructor II may also be asked to fill-in as a Facility Manager when needed, therefore, applicant must possess knowledge of Lifeguarding/Maintenance procedures and pool rules. (See Facility Manager Job Description) *Reports directly to 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
- Interest and ability to work with children and have the ability to work with swimmers of all levels
- Knowledge and/or ability to obtain knowledge of American Red Cross and other aquatic programming.
- Experience with computers and using HY-Tek Meet Manager software.

**QUALIFICATIONS**

- Must be at least 18 years of age at time of appointment.
- Must have competitive swimming experience.
- Two years (or seasons) experience in aquatic teaching role
- 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 Bourne Pathogens. *LGI and CPO/AFO Preferred. Swim Coaching experience preferred.*

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	
DATE HIRED	



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

E  
M  
P  
L  
O  
Y  
M  
E  
N  
T  
  
H  
I  
S  
T  
O  
R  
Y

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: \_\_\_\_\_  
\_\_\_\_\_

C  
O  
M  
M  
E  
N  
T  
S  
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](mailto: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 <b>ALL POOLS OPEN</b>	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.*