

City of Bowling Green
RECRUITMENT ANNOUNCEMENT

SUMMER AQUATICS POSITIONS
Parks & Recreation Department

No. 12-08 (Advertised)

POOL MANAGER *Sims Aquatic Ctr.* - Certifications in CPR/First Aid, Life guarding. Duties: Train and supervise lifeguard staff; daily pool oversight and risk management. Scheduling of staff, monitor, oversee all safety procedures, and that facility rules and regulations are followed, develop and implement bi-weekly training sessions. Must have knowledge in swimming pool management and operations, water chemistry/water filtration systems, scheduling and supervising staff, and working with the general public. Work 40 hours/week: May - Mid-Sept., Age 18+ ; Pay Rate: \$10.05/hr.

ASSISTANT POOL MANAGER *Sims Aquatic Ctr.* - Assists Pool Manager in performance of duties including: supervising lifeguard staff, daily pool oversight and risk management. Performs daily life guarding duties and oversees lifeguard staff in-service training program.. CPR/First Aid Certification and Lifeguard training required. Works 40 hours/ week; May - Mid-September. Age 18+; \$9.05/hr

SWIM INSTRUCTOR II (Athletics Staff Assistant II) *Bowling Green High School Pool* — Instructs swimming lessons to the general public. Performs life guarding duties; keeps accurate records of participants' skills and participation. Knowledge in water safety, instructing swim lessons, and working with the general public is a plus. May train and supervise assigned staff in preparing, registering, operating, instructing and life guarding the instructional program for the summer session. May handle staff scheduling; monitor, deposit and report all revenues; keep accurate record of funds and participation, assure all safety procedures are followed at all times, conduct in-service training for all lifeguards/WSI instructors. CPR/First Aid certification, Water Safety Instructor training required. Work 40 hours/week; May – August. Age 18+.
Pay Rate: \$7.93 /hr.

POOL ATTENDANT I (Athletics Staff Assistant I) *Sims Aquatic Ctr.* — Responsible for working in the concessions, or collecting admissions. Must have experience/knowledge in working with the public, operating a cash register, cleaning restrooms, and food preparation. Works 25+ hours; May – Mid-September. Age: 15 +. Pay Rate: \$7.55 /hr.

POOL ATTENDANT II (Recreational Staff Assistant II) *Sims Aquatic Ctr.* — Responsible for assisting Concession/ Admissions with daily duties. Must have experience/ knowledge in working with the public, operating cash register, cleaning restrooms, and food preparation. Prepares daily bank deposits, ordering of food/ drink products, and inventory of supplies. CPR/First Aid certification preferred (or ability to obtain). Works 40 hours/week; May – Mid-September. Age: 18+. Pay Rate: \$8.09 /hr.

HUMAN RESOURCES DEPARTMENT CITY HALL 1001 COLLEGE STREET
P. O. BOX 430 Bowling Green, KY 42102 (270) 393-3689 or 1-877-260-3987
www.bgky.org

City of Bowling Green
RECRUITMENT ANNOUNCEMENT

SUMMER AQUATICS POSITIONS
Parks & Recreation Department

No. 12-08 (continued.....)

POOL LIFEGUARD I *Sims Aquatic Ctr.* — Responsible for performing lifeguard duties for patrons at the public pool, patrol the deck for health and safety hazards; perform water slide duties; assure all safety regulations and procedures are followed at all times; helping Pool Attendant I & II as necessary. CPR / First Aid Certification (or ability to obtain), Lifeguard training required. Works 30 - 40 hours/week; May – Mid-September. Age 15 +. Pay Rate: \$8.40 /hr.

LABORER *Sims Aquatic Center* - Responsible for spraying, washing decks, restrooms, concession areas, set-up for events, wash windows, front entrance area, empty out trash, keep pump rooms cleaned and in order and other maintenance work assigned by the Tradesman. Works 40 hours/week. Age 18+. May – Mid-September. Work hours 6:00 a.m. –2:30p.m; Pay Rate: \$8.83 /hr.

CONCESSION/ ADMISSION MANAGER (Recreational Staff Assistant-Senior) *Sims Aquatic Center* – Responsible for supervising Concession/ Admission Staff. Oversees daily concession/ admissions operations including: cash register operation, daily bank deposits, ordering supplies, and food/ drink products for concession. Must have knowledge of supervising individuals, inventory of supplies, and working with the general public. CPR/First Aid certification preferred (or ability to obtain). Knowledge of working with public, training staff, food and drink preparation. Must have 3 – 5 years experience in supervising and dealing with cash accounts. Works 40 hours/week; Age 18+; Pay Rate: \$9.58 /hr.

Interested applicants should obtain an employment application from the Human Resources Department in City Hall, 1001 College Street, Bowling Green or from our website at www.bgky.org.

Doc 53970v10

February 2, 2012

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The City is an Equal Opportunity Employer and a Drug-Free Workplace.

**APPLICATION SUPPLEMENT — RM 12-08
CPR / FIRST AID CERTIFICATIONS / WSI INSTRUCTOR**

FOR POSITION: _____

APPLICANT NAME: _____

Do you currently hold the following certifications?

CPR Yes ___ Expiration Date _____ No _____

FIRST AID Yes ___ Expiration Date _____ No _____

LIFEGUARD Yes ___ Expiration Date _____ No _____

WSI Yes ___ Expiration Date _____ No _____

*****IF YOU HOLD A CURRENT CERTIFICATION, ATTACH A COPY OF THE
CARD AND ENCLOSE WITH YOUR APPLICATION. *****

APPLICATION SUPPLEMENT (RM 12-08)
PARKS & RECREATION POSITIONS

Please check the position for which you are applying. If you are applying for more than one position, please indicate the position you are most interested in by marking "1", your second choice (2), etc. You will be considered only for the position (s) you mark. **Return this form with your application.**

AQUATICS POSITIONS

_____ **POOL MANAGER** - Certifications in CPR/First Aid, Life guarding. Duties: Train and supervise lifeguard staff; daily pool oversight and risk management. Scheduling of staff, monitor, oversee all safety procedures, and that facility rules and regulations are followed, develop and implement bi-weekly training sessions. Must have knowledge in swimming pool management and operations, water chemistry/water filtration systems, scheduling and supervising staff, and working with the general public. Work 40 hours/week: May - Mid-Sept., Age 18+ ; Pay Rate: \$10.05/hr.

_____ **ASSISTANT POOL MANAGER** - Assists Pool Manager in performance of duties including: supervising lifeguard staff, daily pool oversight and risk management. Performs daily life guarding duties and oversees lifeguard staff in-service training program.. CPR/First Aid Certification and Lifeguard training required. Works 40 hours/ week; May - Mid-September. Age 18+; \$9.05/hr

_____ **Swim Instructor II** – Instructs swimming lessons to the general public. Maintains records of participant skills and participation. Assist swim coach as required. May be responsible for the planning, coordinating and supervision of operations of the Swim for Life Program at the BGHS pool. CPR, First Aid, WSI Certifications required; Works 40 hours/week; May - August; Age 18+. Pay Rate: \$7.93 /hr

_____ **Pool Attendant I** – Will work in concessions or collect admissions. Works 25+ hours/week; May-Mid-September; Age 15+. Pay Rate: \$7.55 /hr

_____ **Pool Attendant II** – Responsible for assisting Concession/ Admissions with daily duties. Must have experience/ knowledge in working with the public, operating cash register, cleaning restrooms, and food preparation. Prepares daily bank deposits, ordering of food/ drink products, and inventory of supplies. CPR/First Aid certification preferred (or ability to obtain). Works 40 hours/week; May – Mid-September. Age: 18+. Pay Rate: \$8.09 /hr

_____ **Pool Lifeguard I** – Responsible for performing lifeguard duties for patrons at the public pool, patrol the deck for health and safety hazards; perform water slide duties; assure all safety regulations and procedures are followed at all times; helping Pool Attendant I & II as necessary. CPR / First Aid Certification (or ability to obtain), Lifeguard training required. Works 30 - 40 hours/week; May – Mid-September. Age 15 +. Pay Rate: \$8.40 /hr.

_____ **Laborer** - Responsible for spraying, washing decks, restrooms, concession areas, set-up for events, wash windows, front entrance area, empty out trash, keep pump rooms cleaned and in order and other maintenance work assigned by the Tradesman. Works 40 hours/week. Age 18+. May – Mid-September. Work hours 6:00 a.m. –2:30p.m; Pay Rate: \$8.83 /hr.

_____ **Concession/Admission Manager** - Knowledge of working with public, training staff, food and drink preparation. Must have 3 – 5 years experience in supervising and dealing with cash accounts. Works 40 hours/week; Age 18+; May- Mid-September; Pay Rate: \$9.58 /hr.