

City of Bowling Green
RECRUITMENT ANNOUNCEMENT

SUMMER AQUATICS POSITIONS
Parks & Recreation Department

No. 10-05 (Advertised)

Assistant Pool Manager *Sims Aquatic Ctr.* - Assists Pool Manager in performance of duties. CPR/First Aid Certification, Lifeguard and Water Safety Instructor training required. Works 40 hours/week; May– Mid-September. Age: 18+; \$8.75 /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, Lifeguard training and Water Safety Instructor training required. Work 40 hours/week; May – August. Age 18+.
Pay Rate: \$7.63 /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: \$7.25 /hr.

Pool Attendant II (Recreational Staff Assistant II) *Sims Aquatic Ctr.* — Responsible for scheduling and supervising Pool Attendant I in collecting fees and selling of concessions; receives all payments from participants, keeps accurate daily reports of monies and attendance. Prepares daily bank deposits. Must have knowledge of scheduling and supervising individuals, operating a cash register, ordering of food/drink products, inventory of supplies and working with the general public. CPR/First Aid certification required (or ability to obtain). Works 40 hours/week; May – Mid-September. Age: 18+. Pay Rate: \$7.79 /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

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RECRUITMENT ANNOUNCEMENT
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No. 10-05 (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; knowledge of chemicals and pump room operations helpful. CPR / First Aid Certification (or ability to obtain), Lifeguard training required. Works 30 - 40 hours/week; May – Mid-September. Age 15 +. Pay Rate: \$8.10 /hr.

Recreational Staff Assistant I *Sims Aquatic Center* Responsible for organizing birthdays, sports, games, special events, crafts, etc. for children that come to the Water Park. Must keep accurate participation reports and be responsible for equipment and for the areas that events are done in. Works 40 hours/week. Age 18+. May – Mid-September; Pay Rate: \$7.25 /hr.

Laborer *Sims Aquatic Center* Responsible for spraying, washing decks, restrooms, concession areas, set-up for events, wash window, 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: \$8.53 /hr.

Concession/Admission Manager (Recreational Staff Assistant-Senior) *Sims Aquatic Center* – Responsible for scheduling and supervising Pool Attendant I and II in collecting fees and selling of concessions; receives all payments from participants, keeps accurate daily reports of monies and attendance. Prepares daily bank deposits. Must have knowledge of scheduling and supervising individuals, operating a cash register, ordering of food/drink products, inventory of supplies and working with the general public. CPR/First Aid certification required (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: \$9.28 /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 19, 2010

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

**APPLICATION SUPPLEMENT — RM 10-05
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 10-05)
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

_____ **Assistant Pool Manager** — Assists Pool Manager in performance of duties. CPR/First Aid Certification, Lifeguard and WSI training required. Works 40 hours/week; May – Mid-September. Age 18+; \$8.75 /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, & Lifeguarding required; Works 40 hours/week; May - August; Age 18+. Pay Rate: \$7.63 /hr

_____ **Pool Attendant I** – Will work in concessions or collect admissions. Works 25+ hours/week; May-Mid-September; Age 15+. Pay Rate: \$7.25 /hr

_____ **Pool Attendant II** – Responsible for scheduling and supervising Pool Attendant I in collecting fees and selling concessions. Must have knowledge of operating a cash register, ordering food/drink products, inventory of supplies and working with the general public. Works 40 hours/week; May – Mid-September; Age 18+. Pay Rate: \$7.79 /hr

_____ **Pool Lifeguard I** – Assure all safety regulations and procedures are followed at all times; knowledge of water chemicals. CPR & First Aid certifications and Lifeguard training required. Works 30 - 40 hours/week; May – Mid-September; Age 15+. Pay Rate: \$8.10 /hr

_____ **Recreational Staff Assistant I** - Responsible for organizing birthdays, sports, games, special events, crafts, etc. for children that come to the Water Park. Must keep accurate participation reports and be responsible for equipment and for the areas that events are done in. Works 40 hours/week. Age 18+; Pay Rate: \$7.25 /hr.

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