



Murraywood Swim & Racquet Club

PO BOX 334, IRMO, SC 29063

Summer Employment 2018 Application Checklist

Murraywood Members will receive first consideration for hiring. Only if we do not receive enough member-applicants will we consider non-members for employment. Minimum age requirement: 16 years of age.

Preferential consideration will be given to those applicants who are available to work TWO (2 of the following three of the following dates/events:

1. Memorial Day Weekend (Friday, May 25, 2018 through Monday, May 28, 2018).
2. First Week (Saturday, June 9, 2018 through Saturday, June 16, 2018).
3. Fourth of July holiday

All applications must be filled in and returned via USPS or email and must be postmarked or received no later than the application deadline of March 31, 2018. Returning guards must notify Mrs. Reynolds by March 31, 2018 of their intention to return for the summer. Returning guards will be required to complete new W-4 forms and provide a copy of their lifeguard certification if the certification on file with MSRC has expired. All applications received after the deadline of March 31, 2018 will be set aside, and will under come under consideration only if we do not receive enough applicants. All items listed below must be included with completed application.

A copy of job descriptions and pay ranges is included at the back of this packet.

Required:

Completed Application

Copy of Lifeguard Training Certificate **OR** Enter Date of Class _____

Completed and signed W-4 Form

Application Deadline: March 31, 2018

RETURN APPLICATION TO:

MSRC

PO BOX 334

IRMO, SC 29063

OR Email to annerey9362@gmail.com

Lifeguard

Seasonal part-to-full time availability between the hours of 10:00 a.m. to 10:00 p.m., seven days per week.

Minimum Age: 16

\$7.25 to \$9.25 per hour

Under general supervision of Pool Manager and/or Head Lifeguards, Lifeguards will ensure the pool safety of members and guests by preventing and responding to emergencies.

Required Certifications

- C.P.R. Certificate
- Lifeguard Training Certificate
- First Aid Certificate
- Proof of Age

Duties

- Maintain constant surveillance of members and guests in the facility; act immediately and appropriately to secure safety of same in the event of emergency.
- Provide emergency care and treatment as required until the arrival of emergency medical services.
- Perform various maintenance and cleaning duties as directed to maintain a clean and safe facility.
- Prepare and maintain appropriate activity reports and logs.
- Check-in pool members and guests.
- Sell concessions.
- General upkeep of concessions area, pool area and bathhouses as assigned by Pool Manager and/or Head Lifeguards.

Head Lifeguards

The Head Lifeguard positions at Murraywood Swim and Racquet Club are seasonal part-to-full-time flex positions with availability between the hours of 10:00 a.m. to 10:00 p.m., seven days per week. The Head Lifeguards report to the Pool Manager and also work in conjunction with the CPO. The Head Lifeguards supervise Lifeguards and pool operations as scheduled in the absence of the Pool Manager in addition to serving as a lifeguard in the regular rotation. Head Lifeguards typically have three or more years of experience as a Lifeguard at Murraywood. The higher pay scale of \$10.25 per hour will only apply to those hours scheduled and documented as Head Lifeguard hours.

\$10.25 per hour

Required Certifications

- C.P.R. Certificate
- Lifeguard Training Certificate
- First Aid Certificate
- Proof of Age

Duties

The Head Lifeguard will oversee all pool operations in the absence of the Pool Manager, and will serve as Manager on Duty for scheduled shifts. Specific duties include, but are not limited to:

- Opening or closing pool procedures.
- Oversight of lifeguards to ensure that proper procedures are being adhered to while guarding the pool. This occurs while working in the regular lifeguard rotation.
- Oversight of lifeguards to ensure that proper member and guest check-in procedures are being adhered to.
- Oversight of lifeguards to ensure that proper procedures are being adhered to in the Concession stand regarding the sale of concessions.
- Oversight of water chemical levels as instructed by Pool Manager and CPO.
- Completion of required logs and paperwork.
- Closing out of cash register and preparation of daily deposit.
- Booking Pool Parties.
- Customer service as needed.
- Assisting in all areas of operations as needed.
- Other duties as assigned by Pool Manager, CPO or Pool Chairperson.

**Murraywood Swim and Racquet Club
Job Application
Summer 2018**

Today's Date: _____

Applicant Name: _____

Social Security Number: _____

Street Address: _____

City: _____ Zip: _____

Cell Phone Number: _____

Email Address: _____

Date of Birth: _____

Lifeguard Information

Lifeguard Training Certificate Date Received or Class Date Scheduled: _____

Copy Attached? (YES or NO): _____

Education:

High School: _____

College (if applicable): _____

Are swimming this summer on the Murraywood Swim Team? (yes or no): _____

Certifications/Awards/Hobbies (Interests): _____

References: please include name, phone number and your relationship. Please list three. (NO FAMILY REFERENCES).

Date available to start: _____

How many hours per week would you like to work? _____

Dates you will be on vacation this summer: _____

Please take a moment to share with us the following:

Why do you want to work with us this summer?

What qualities do you have that you feel will be an asset to Murraywood?

Any additional comments:

**Please send application to:
Pool Manager
PO Box 334
Irmo, SC 29063**

OR Email to annerey9362@gmail.com

Applications must be postmarked no later than March 31, 2018