

# Sumner Family Aquatic Center Staff Employment Application

**Submission Deadline: March 1<sup>st</sup>, 2023**

Sumner Parks and Rec is looking for candidates for summer work for the Sumner Family Aquatic Center (SFAC) and ball field concession stands. Positions vary and you may apply and work in more than one position if desired. Training for the various roles will be provided. Lifeguard and WSI Certifications are the responsibility of the employee. SFAC Employees are expected to work until pool closing date, but sports and extracurricular activities can be considered for scheduling.

**Return THIS FORM, COVER LETTER and RESUME to: Sumner City Hall**

Please attach Red Cross lifeguard/CPR certification if certified

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Which position(s) are you applying for? (Check one/multiple)**

\_\_\_\_ **Manager** – Must be at least 18 years old

\_\_\_\_ **Lifeguard** – Must be at least 15 years old, Lifeguard/CPR Certified by pool opening day,  
WSI recommended

\_\_\_\_ **Swim Lesson Instructor** – Must be at least 14 years old, WSI Certified by pool opening day

\_\_\_\_ **Concession** – Must be at least 14 years old, work both pool and ball field concession areas

**Are you currently Lifeguard Certified?** (check one) No \_\_\_\_ / Yes \_\_\_\_ Date of Expiration: \_\_\_\_\_

**Are you currently WSI Certified?** (check one) No \_\_\_\_ / Yes \_\_\_\_ Date of Expiration: \_\_\_\_\_

**There is a mandatory pool opening prep day projected for Saturday May 6<sup>th</sup> that all staff need to attend. Are you available May 6<sup>th</sup>, 2023?** No \_\_\_\_ / Yes \_\_\_\_

**Are you available for Pool Opening Day projected for May 27<sup>th</sup>, 2023?** No \_\_\_\_ / Yes \_\_\_\_

Please list any other dates that you may not be available for work (vacations, camps, sports):

---

\*\*\*By signing below, you acknowledge that your employment will be contingent upon successful completion of any required training/certification prior to your first day of work.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sumner**

*"The City With A Future"*



*P.O. Box 236, Sumner, Iowa 50674*

# Sumner Family Aquatic Center Staff Employment Application

**Submission Deadline: March 1<sup>st</sup>, 2023**

## Position Descriptions

Hours for all staff are generally 12:30pm-5pm, 6pm-8pm every week day and 12:30pm-6:30pm every weekend subject to weather conditions and patron attendance. Morning swims will be Monday, Wednesday, Friday 6:30-8:00 a.m.

### Manager/Assistant Manager:

SFAC Managers are responsible for the day-to-day operations of the pool and accompanying concession stand, including staff supervision and scheduling, money handling, inventory and supply management for concession, pool chemical testing, event planning, and record keeping. Managers should be excellent team leaders, well organized and provide friendly and courteous service to patrons.

### Lifeguard:

SFAC Lifeguards assist managers in daily open and close procedures and are primarily responsible for the consistent safety oversight and monitoring of pool patrons. Lifeguards also provide customer service and help check patrons in and out at the front desk and may work with managers for special event planning. Lifeguards require American Red Cross Lifeguard and CPR safety training prior to starting work. Completion of this training prior to opening day is the responsibility of the applicant. An allowance is provided following successful completion of training, and paid back to the employee at the end of the summer. Must be at least 15 years old.

### Swim Lesson Instructor:

Swim Lessons are taught for six (6) different levels on weekday mornings from 10:00am-1:00pm from June thru July. Depending on the level, instructors will help kids become more comfortable in the water, teach different strokes, and encourage safety and fun in the water. Instructors will also conduct evaluations for each child based on American Red Cross criteria for each level. Swim Instructors require CPR safety training prior to providing lessons. Completion of this training prior to opening day is the responsibility of the applicant. An allowance is provided following successful completion of training, and paid back to the employee at the end of the summer.

### Concession Staff:

Concession workers will be scheduled primarily at the pool but will occasionally be scheduled to staff the Cub Park ball field concession stands during baseball season. Concession staff prepares and sells food, beverage and friendly, attentive customer service to visiting patrons while maintaining and clean and sanitized concession area. Concession staff will work with managers for re-supply and inventory needs. Must be at least 14 years old.

*Interested in being a **Coach for the Swim Team** or have any **Questions** about the other positions:*

*Director of Park and Recreation - (319) 327-1913 - [sumnerparkandrec@gmail.com](mailto:sumnerparkandrec@gmail.com)*

