

JOB OPPORTUNITIES

Department:	Parks and Recreation
Position:	Merriam Aquatic Center
Status:	Seasonal
Salary Range:	Varies by position
Closing Date for Application:	February 12, 2010

SUMMARY OF POSITION INFORMATION & TYPICAL DUTIES

The City of Merriam Parks and Recreation Department is accepting applications for the 2010 summer season at the Merriam Aquatic Center. Available positions include: Assistant Manager, Swim or Dive Team Head Coaches; Swim Team Assistant Coach/Pre-Competitive Coach, Head Lifeguards, Lifeguards, Concessions Supervisor, Concessions Attendants, Slide/Deck Attendants, Cashiers, Maintenance Worker, Swim Lesson Coordinator and Swim Lesson Instructors. Competitive hourly rates and end-of-season bonus. Job descriptions with salary ranges are available in the Administration/Human Resources Department.

Qualified applicants should apply at Merriam City Hall, Administration Dept., 9000 W. 62nd Terr., Merriam, KS 66202 or applications are available online at www.merriam.org. EOE/ADA/Drug Screen. Closing date for applications is February 12, 2010.

If reasonable accommodation is necessary to apply or further information is needed contact Karen Kline, Human Resources Coordinator for City of Merriam at (913) 322-5502, Monday - Friday, 8:00 am - 4:30 pm.

**City of Merriam Aquatic Center
Summer Jobs 2010
Merriam Aquatic Center, 6040 Slater**

Season dates: Sunday, May 30- Monday, September 6, 2010

The Aquatic Center operating schedule will be Noon-8:00 PM daily from May 31 -mid August. When Shawnee Mission Schools resume in mid-August the Aquatic Center will operate on a reduced schedule as follows: Friday nights 4:00-8:00 PM, Saturdays Noon-8:00 PM, Sundays Noon-7:00 PM. We will not be open Monday-Thursday during that time period. Employees will be expected to be available to work during the above scheduled dates as well as on Memorial Day, July 4 and Labor Day holidays.

Application deadline: Friday, February 12, 2010 - 4:30 PM

Application forms must be completed in full and returned to:

Karen Kline

City of Merriam, Human Resources

9000 W. 62nd. Terr.

Merriam, Ks. 66202

(913) 322-5502

Office hours: 8:00am-4: 30pm Monday-Friday

*If applying for a Lifeguard or Water Safety Instructor position, attach a photocopy of current Red Cross Certification cards.

Interviews:

Will be conducted by the Aquatics Center Manager in March 2010. A second round of interviews will be scheduled if necessary. Applicants will be contacted by telephone to arrange an interview date. Returning employees from previous season will not be required to interview with the exception of assistant manager position applicants.

Pre-season training:

All employees must be available for mandatory all-day training on Saturday, May 29. Additional pre-season training dates will be scheduled and included with offers of employment.

Pre-employment offer requirements:

It is anticipated that offers of employment will be extended in early April. All offers of employment are conditional upon successfully passing a pre-employment drug screen at city expense. The City will also pay for a background investigation/driver's license check for those 18 years of age and older.

Benefits:

- Uniform shirts are furnished for all employees.
- Swimsuits are furnished for lifeguards and slide attendants.
- Free 3-month fitness center membership at Irene B. French Community Center for employees age 16 & over. According to IRS regulations this membership is a taxable benefit and will be taxed as income (FICA and Medicare) and appear on your W-2.
- Seasonal "stay bonus" for employees that qualify by working a minimum number of hours per week for the entire season (Memorial Day-Labor Day) with satisfactory performance (\$100 for 1st year employees, \$200 for returning employees from 2009 season.)
- Competitive wages.
- Paid in-service training.

The following positions will be filled: (All 2009 seasonal employees must re-apply to be considered for 2010 position)

Assistant Manager: \$5,524-\$7890/season; or \$13.15- \$18.79 hour for part-time position

Responsibilities: Assists in planning and organizing staff work loads, assignments, and scheduling. Certifies and conducts in-service training for lifeguard staff. Operates chlorination and filtration equipment. Administers first aid and emergency procedures. Prepares bank deposits. Enforces admission and disciplinary procedures. Prepares reports.

Minimum Qualifications: High school education or GED equivalent. Current American Red Cross Certifications to include: Lifeguard Instructor, First Aid and CPR for the Professional Rescuer, Licensed Pool Operator or ability to obtain one. One year experience in management of municipal pool facility.

Swim or Dive Team Head Coach: \$1875-\$2577/season

Responsibilities: Plans and organizes team practices. Supervises Asst. Coaches. Prepares team entries for meets. Attends parent meetings and team functions. Demonstrates and gives instruction. Coordinates meet volunteers. *Qualifications:* **Minimum of 18 years of age** with previous competitive swimming or diving experience. Previous experience as head or asst. coach. High school graduate or equivalent. Current American Red Cross Lifeguard and CPR Certification or ability to obtain one prior to season opening.

Swim Team Asst. Coach; Pre-Competitive Coach: \$1,355-\$1933 season

Responsibilities: Assists in the planning and organizing of team practices. Demonstrates and gives instruction on techniques; critiques team members' performance. *Qualifications:* **Minimum of 18 years of age** with previous competitive swimming or diving experience. High school graduate or equivalent. Must be CPR certified or willing to obtain.

Head Lifeguard: \$9.75-\$11.99 hourly depending upon experience

Responsibilities: Assists in the supervision of lifeguard staff; administers first aid; enforces facility rules and policies; responds to patron concerns; ensures safety of patrons by responding to emergencies. *Qualifications:* **Minimum of 18 years of age.** Current certifications in American Red Cross Lifeguard Training, American Red Cross Head Lifeguard, American Red Cross Waterpark Lifeguarding, American Red Cross CPR for Professional Rescuer. Minimum of three seasons lifeguard experience.

Lifeguard: \$8.25-\$10.46 hourly depending upon experience

Responsibilities: Enforces facility rules and policies; ensures safety of patrons by responding to emergencies. *Qualifications:* **Minimum of 15 years of age,** current American Red Cross Lifeguard and CPR for the Professional Rescuer Certification, American Red Cross Waterpark Lifeguarding Certification or ability to obtain prior to season opening.

Concessions Supervisor: \$10.75- \$13.01 hourly depending upon experience

Responsibilities: Prepares concessions stand for seasonal opening and closing. Supervises employees. Prepares food for consumption by patrons. Orders supplies and maintains inventory. Maintains cleanliness of facility and surrounding area. Operates personal vehicle to run errands. *Qualifications:* High school graduate or equivalent. Experience in restaurant or food service delivery. Experience in supervision of employees.

Concessions Attendants: \$7.25 \$9.44 hourly depending upon experience

Responsibilities: prepares and delivers food items. Operates cash register. Cleans and prepares concessions area, restrooms, deck area. *Qualifications:* **Minimum of 15 years of age,** good communication skills, basic math skills, and ability to follow and carry out instructions.

Slide Attendants: \$7.25-\$9.44 hourly depending upon experience

Responsibilities: Attends water slide platform, gives directions to patrons. *Qualifications:* **Minimum of 16 years of age,** good communication skills, ability to follow and carry out instructions.

Cashier: \$7.25-\$9.44 hourly depending upon experience

Responsibilities: Controls and monitors facility entrance. Collects daily fees and processes membership cards. Answers telephone, operates public address system. *Qualifications*: **Minimum of 16 years of age**, good communication skills, basic math skills, and ability to follow and carry out directions.

Maintenance Worker: \$10.67 - \$15.24 hourly depending upon experience

Responsibilities: Prepares facility for seasonal opening and closing. Vacuums and cleans pools, cleans decks, sidewalks and locker rooms. Maintains landscape plantings, receives deliveries, perform minor routine maintenance tasks, tests water for chemical balance. *Qualifications*: High school graduate or equivalent; working knowledge of basic maintenance skills, ability to work independently.

Swim Lesson Coordinator: \$12.25-\$14.54 hourly depending upon experience

Responsibilities: Develops class schedules, schedules and evaluates instructors. Conducts in-service training for instructors. Communicates with students and parents. Instructs lessons. Promotes programs. *Qualifications*: American Red Cross WSIT certification or ability to obtain one. Previous experience as Swim Lesson Instructor and Program Coordinator.

Swim Lesson Instructor: \$9.25-\$11.48 hourly depending upon experience

Responsibilities: Instruct American Red Cross Learn to Swim program lessons. Demonstrates techniques, communicates with students and parents. Maintains class instruction records. *Qualifications*: **Minimum of 16 years of age**. Current WSI, CPR and First Aid Certificates or ability to complete City of Merriam Swim Lesson Instructor Training Course prior to season opening.