



Upper Moreland Swim Club Application 2024 Front Desk Associate, Pool Associate

Name _____ Birthdate _____

*Applicants for all positions except Pool Associate must be 15 years of age

Email Address _____

Phone Number _____

Address _____

Desired weekly hours:

- Part Time (10-20 hours)
- Full Time (21-30 hours)

Position of interest- Rank the following positions with 1 being the most desired. If you would NOT like to be considered for a certain position, please leave blank. Upon hire, employees will agree to all requirements outlined in their positions' job description (s) . Please see attached pages for descriptions/requirements and starting salaries of each position.

Front Desk Associate (FT or PT) _____ Pool Associate (PT- 6-10 hrs/wk) _____

Previous Experience:

Have you worked at UMSC in the past? Y N For how many years? _____

Other work related experiences:

Reference: Please do not list any relatives.

Name _____ Current Position _____

Phone Number _____ Relationship to Applicant _____

Applicant Signature _____ **Date** _____



Upper Moreland Swim Club

Front Desk Position- Part time OR Full time

Starting at \$11.00/hr

Minimum Qualifications

- 15 years of age by Memorial Day
- Working papers from local School District (if under 18)
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day.

Physical Demands

- Sit/stand for majority of shift

Duties and Responsibilities

- Punctual, reliable and responsible
- Available to work a variety of hours, days and shifts, including weekends and holidays
- Dress and appearance are consistent with UMSC standards including wearing your club issued uniform
- Communicates effectively and professionally with patrons, co-workers and supervisors
- Attends and participates in orientation and in-service trainings
- Knowledge of membership check-in/check-out procedures and policies
- Knowledge of on-site protocols, operational procedures, and safety policies regarding Parties, guests and other club events
- Possess basic computer skills
- Knowledge of basic math skills (addition, subtraction, multiplication and division) as it relates to monetary collections
- Ability to multitask
- Highly organized and efficient in clerical tasks



Upper Moreland Swim Club

Pool Associate Position- Part Time

Starting at \$11.00/hr

Minimum Qualifications

- 15 years of age by Memorial Day
- Working papers from local School District (if under 18)
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day.

Physical Demands

- Able to lift and move items of up to 50 pounds with the help of carts/wagons
- Able to operate yard work equipment (leaf blower, power washer, etc.)
- Able to stand/walk for long periods of time in the summer months (Memorial Day through Labor Day)
- Able to bend, crouch and twist their body
- Possess adequate fine motor skills conducive to completing moderate physical labor

Duties and Responsibilities

- Punctual, reliable and responsible
- Available to work a variety of hours, days and shifts, including weekends and holidays
- Dress and appearance are consistent with UMSC standards including wearing your club issued uniform
- Communicates effectively and professionally with patrons, co-workers and supervisors
- Attends and participates in orientations and trainings
- Upkeep of Upper Moreland Swim Club grounds including, but not limited to:
 - Weeding/watering flower beds
 - Trash/personal item pick up
 - Operating leaf blowers/power washers
 - Cleaning picnic tables
 - Organizing lost and found
 - Sweeping/raking mulch