



Upper Moreland Swim Club Application 2025 Assistant Manager, Lifeguard, Swim Lesson Coordinator, Swim Instructor

Name _____ Birthdate _____

*Applicants for all positions must be 15yrs old. Lifeguard applicants may be accepted for 14 year olds who turn 15 over the course of the summer. However, they will not be scheduled until they turn 15 and pass a lifeguard certification course.

Email Address _____

Phone Number _____

Address _____

Desired weekly hours:

- Part Time (15-25 hours)
- Full Time (26-35 hours)

Position of interest- Please place an “X” next to the positions you would like to be considered for. 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.

Assistant Pool Manager (FT) _____ Lifeguard (FT or PT) _____

Swim Lesson Coordinator (PT only 4hrs/wk) _____

Swim Lesson Instructor (PT only 4hrs/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

Assistant Pool Manager- Full time

Starting at \$15.00/hr

Minimum Qualifications

- 18 years of age by Memorial Day
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day.
- Current Red Cross Lifeguard Certification Required (copies on file)
- Current CPR/ First Aid/AED Certifications Required (copies on file)

Physical Demands

- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time outside during summer months (Memorial Day- Labor Day)
- Ability to operate, lift and control various pool equipment
- Ability to lift/carry up to 50 pounds with the help of a cart/wagon

Duties and Responsibilities

- Punctual, reliable and responsible
- Possess interpersonal and de-escalation skills
- Problem solving and quick decision making abilities
- Available to work a variety of hours, days and shifts, including holidays and weekends
- Dress and appearance are consistent with UMSC standards including wearing your swimsuit, guard shirt, whistle and tube while on duty
- Communicate effectively and professionally with staff about rotation and assure that staff members are adhering to rotation and receiving appropriate breaks
- Communicate and enforce all UMSC and pool policies and rules in a personable and professional manner
- Attend and participate in orientation and regular in-service trainings
- Knowledge of on-site protocols, operational procedures and safety policies
- Knowledge of protocols for providing on-site medical assistance
- Support lifeguards and front desk staff in enforcing all UMSC rules and policies
- Walk grounds hourly, survey capacity, and look for potential hazards or areas and rectify or alert proper personnel
- Spot hazards or potential hazards and take measures or alert appropriate personnel to prevent accidents
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)
- Complete and document pool chemical checks in accordance with UMSC policy and procedure
- Rectify water chemistry imbalances and/or alerts proper personnel
- Ensure automatic operating systems are working correctly
- Complete regular inventory checks, documents any needs, and communicates with Pool Manager
- Manages delegation of daily tasks and supervises completion



Upper Moreland Swim Club

Lifeguard Position- Part time OR Full time

Starting at \$12.00/hr

Minimum Qualifications

- Current Red Cross Lifeguard Certification Required (copies on file)
- Current CPR/ First Aid/AED Certifications Required (copies on file)
- 15 years of age by the completion of the lifeguard certification and CPR and First Aid certification
- 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

- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time outside during summer months (Memorial Day- Labor Day)
- Ability to operate, lift and control various pool equipment items such as vacuums, lanelines, etc.
- Ability to lift/carry up to 50 pounds with the help of a cart/wagon

Duties and Responsibilities

- Punctual, reliable and responsible
- Problem solving and quick decision making abilities
- 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 swimsuit, guard shirt, whistle and tube while on duty
- Communicate effectively and professionally with co-workers and supervisors
- Communicate and enforce all UMSC and pool policies and rules in a personable and professional manner
- Adhere to proper radio protocol and response in a timely manner, includes radio communication to the Pool Manager on duty
- Attend and participate in orientation and regular in-service training
- Knowledge of on-site protocols, operational procedures, and safety policies
- Knowledge of protocols for providing on-site medical assistance
- Complete daily cleaning assignments
- Maintain rotation of lifeguarding
- Actively guards and scan the pool area at all times; refrains from socializing while guarding
- Spot hazards or potential hazards and take measures or alert appropriate personnel to prevent accidents
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)



Upper Moreland Swim Club

Swim Lesson Coordinator- Part Time

Starting at \$15.00/hr

Minimum Qualifications

- 18 years of age by Memorial Day
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day.
- Current Red Cross Lifeguard Certification Required (copies on file)
- Current CPR/ First Aid/AED Certifications Required (copies on file)

Physical Demands

- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to have strong swimming skills
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time outside during summer months (Memorial Day- Labor Day)

Duties and Responsibilities

- Punctual reliable and responsible
- Demonstrate patience, passion and enthusiasm
- Problem solving and quick decision making skills
- Communicate effectively and professionally with swim instructors and provides guidance and trainings when needed
- Communicates effectively and professionally with program participants
- Knowledge of policies and procedures in regards to UMSC Emergency Action Plan (EAP)
- Maintain a safe environment and applies safety rules and guidelines
- Create a welcoming, positive and safe atmosphere conducive to learning a variety of swimming techniques and water skills
- Build and foster positive relationships with swim lesson instructors and program participants
- Manage and organize participant registration
- Assign participants and instructors to appropriate levels
- Compile end of session reports and assists instructors in completing and distributing report cards
- Supervise daily lessons



Upper Moreland Swim Club

Swim Lesson Instructor- Part Time

Starting at \$12.00/hr

Minimum Qualifications

- 15 years of age by Memorial Day
- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before opening day
- Knowledgeable of a variety of swimming techniques and skills

Physical Demands

- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations
- Required to have strong swimming skills
- Ability to physically assist program participants in the act of swimming for learning purposes

Duties and Responsibilities

- Punctual, reliable and responsible
- Demonstrate patience, passion and enthusiasm
- Problem solving and quick decision making skills
- Communicate professionally and effectively program participants to ensure all water safety rules are adhered to
- Communicate professionally and effectively with Swim Lesson Coordinator and other Swim Lesson Instructors
- Attend and participate in trainings as deemed necessary by the Swim Lesson Coordinator
- Knowledge of on-site protocols and operational procedures and safety policies
- Knowledge of swimming techniques and skills
- Plan and teach appropriately progressive swimming techniques and skills as outlined by Swim Lesson Coordinator
- Assess skills of participants according to level standards and make adjustments as necessary
- Complete end of session reports for each participant