

Borough of North Caldwell – Recreation Department
141 Gould Avenue, North Caldwell, NJ 07006
973-228-6410 ext. 114

Pool Manager Employment Application 2021

All applications **MUST** be picked up and completed by the Applicant.
Applications are due by February 16, 2021.

NAME: _____ DATE: _____

HOME ADDRESS: _____

TOWN: _____ OCCUPATION: _____

HOME PHONE #: _____ CELL PHONE #: _____

EMAIL ADDRESS: _____

The Borough is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran and disability or any other federal, state or local protected class.

WHICH POSITION ARE YOU APPLYING FOR:

- Head Pool Manager (*must have CPO and Pool Director certification*)
- Assistant Pool Manager

CURRENT CERTIFICATIONS – Please attach copies of all certifications:

- Lifeguard – Expiration date: _____
- CPR – Expiration date: _____
- Certified Pool Operator – Expiration date: _____

Do you have any additional certifications? If so, please list:

SUMMER AVAILABILITY:

Any dates (vacation, college orientation or other) you CANNOT work: _____

Have you ever worked as a lifeguard? **YES / NO** If yes, where? _____

Why are you applying for this job? _____

Is there any additional information about you we should consider? _____

Are you able to perform the essential job duties outlined on page 3 with or without a reasonable accommodation? **YES / NO** _____

REFERENCES (NO FAMILY MEMBERS)

NAME: _____ YEARS KNOWN: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

NAME: _____ YEARS KNOWN: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PLEASE NOTE: COMPLETION OF THE FOLLOWING IS REQUIRED AS A CONDITION OF EMPLOYMENT:

- W4
- I9

Understandings and Agreements: As an Applicant for a position with the Borough of North Caldwell, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. I understand that these positions may be subject to background and criminal checks. I also understand that, if employed, I will be employed "at will" and that, within Federal and State law, the Borough of North Caldwell may terminate me at any time and for any reason, with or without notice, in accordance with its established policies and procedures and applicable law.

Signature of Applicant: _____ Date: _____

JOB DESCRIPTIONS

The Borough of North Caldwell's Head Pool Manager will be responsible for the following job functions but not limited to:

- Hold a current Certified Pool Operator certification and current Pool Director certification
- Identify any potential accident hazards and rectifies prior to a problem occurring.
- Administer first aid or CPR if necessary.
- Communicate well with the Recreation Department, other manager, pool gate monitors, head lifeguard and all other lifeguarding staff
- Consistently have a positive attitude.
- Consistently ensure lifeguards are performing the job functions outlined in their job description
- Review all accident and incident reports and sign-off that they are written properly
- Process and sign-off on all lifeguarding time-sheets for payroll
- Manage birthday parties/ events at the pool
- Be present for the Annual North Caldwell Town Picnic
- Speak with patrons or their guests at all times throughout the day
- Adhere to all policies and procedures set forth by the Borough of North Caldwell

The Borough of North Caldwell's Assistant Pool Manager will be responsible for the following job functions but not limited to:

- Identify any potential accident hazards and rectify issues prior to a problem occurring
- Administer first aid or CPR if necessary
- Communicate well with the Recreation Department, other manager, pool gate monitor, head lifeguard and all other lifeguarding staff
- Consistently have a positive attitude
- Consistently ensure lifeguards are performing the job functions outlined in their job description
- Review all accident and incident reports and sign-off that they are written properly in absence of the Head Manager
- Process and sign-off on all lifeguarding time sheets for payroll in absence of the Head Manager
- Coordinate presence at all pool events with other manager(s)
- Be present for the Annual North Caldwell Town Picnic
- Speak with patrons or their guests at all times throughout the day
- Adhere to all policies and procedures set forth by the Borough of North Caldwell