

Shorewood Hills Pool

2025 Applicant Information

The Shorewood Hills Pool is a 50-Meter, 10-lane, outdoor facility. There is an additional wading pool with water features as well as a concession area and locker room facilities. The pool has a diving well incorporated into the deep end, with two, 1-meter diving boards. Our pool operates on seasonal memberships that are open to both Shorewood Hills residents as well as those from around the Madison area. A typical day at pool will include open swim times as well as organized programs that include swim and dive lessons, swim and dive team, water ballet, masters swimming, and water aerobics. The pool is generally in use from 6:00 AM until 9:00 PM.

The Shorewood Hills Pool has a true community feel, with many familiar faces returning each day. The Village is seeking staff members who are dependable, responsible, and enjoy hard work, but who can also enjoy the fun and enthusiastic nature of an outdoor pool. There is a well-balanced mix of work and fun throughout the summer, and we continually enjoy the many staff members who return each year for another season. If you enjoy the atmosphere of an outdoor pool and are looking for a great place to spend your summer, then this is the place for you!

The pool season will run from May 24 through September 1. All applicants are expected to be available for the vast majority of this time period. Specific requirements per position are identified below. During each shift, the pool is typically staffed with a manager, 3-8 lifeguards, 2 front desk checkers, and 2 concession staff. In addition, coaches and instructors from the above listed activities will be on deck as those programs are taking place. The pool has 6 guard chairs, which are staffed based on the pool usage at each specific time of day. The total pool staff is generally between 80-90 employees.

Assured application consideration date is Wednesday, February 19, 2025, however positions may be filled on a rolling basis as qualified applicants are identified. After you have completed the fillable PDF application, please scan and email it to: poolmanager@shorewood-hills.org Alternatively, it can be mailed to: Village of Shorewood Hills Pool, 810 Shorewood Blvd., Madison, WI, 53705. You should receive an email verifying receipt of your application within one week. If you do not receive an email confirmation, please contact us for verification at the contacts listed at the bottom of this form.

Assistant Manager: This position involves the general oversight of all pool operations in the absence of the Pool Manager. Assistant Managers should have a flexible schedule to accommodate rotating shifts at the pool. Shifts are generally from 10:00 AM until 3:30 PM and from 3:30 PM until 9:30 PM, early June, weekends and August. Beginning mid-June through July weekday shifts are generally from 12:30 PM until 5:00 PM and from 5:00 PM until 9:30 PM. Applicants should be available to assist in the successful operation of the pools swim lesson program between 9:45am and 12:30pm on weekdays, for two sessions **which are held from June 16 to June 27 (Monday – Friday) and July 7 to July 24 (Monday – Thursday).** The position averages 25-35 hours per week. Wage is hourly starting at \$16.50. Applicants should hold current certifications in Lifeguarding, CPR (with AED), and First Aid, or be able to have certifications current by the opening weekend (May 24). Applicants should also be available for the guard drills listed below in the “Lifeguard/Instructor” description.

Head Guard: The Head Guard will primarily perform the duties of a Lifeguard/Instructor, however, will also assume the role of the Assistant Manager at least once a week. Additionally, along with the managerial staff, this position will participate in the delivery of the routine lifeguard drill sessions. This position will be paid hourly starting at \$15.75. During standard lifeguard shifts this position will be paid hourly starting at \$12.50. Hours will average 20-35 per week, with the higher end occurring during lesson instruction periods. Applicants should hold current certifications in Lifeguarding, CPR (with AED), and First Aid, or be able to have certifications current by the opening weekend (May 24).

Lifeguard / Instructor: Lifeguards will average 15-25 hours per week, with the higher end occurring during lesson instruction periods. Lifeguards should hold current certifications in Lifeguarding, CPR (with AED), and First Aid, or be able to have certifications current by opening weekend (May 24). Lifeguards are paid on an hourly wage starting at \$12.50. **All lifeguards are expected to instruct swimming lessons which are held from June 16 to June 27 (Monday – Friday) and July 7 to July 24 (Monday – Thursday).** Time commitment is from 10:00 AM – 12:45 PM. There are four, 25-minute lessons, each separated by a 5-minute break, beginning at 10:30 AM. An additional \$1.00/hour will be added to the base lifeguard wage during this time at a starting rate of \$13.50. **Lifeguards will not be permitted to have any unavoidable or planned absences during the swim lesson time periods identified above. Finally, lifeguards will also have guard drills scheduled on Monday evenings at 8:00 PM on the following dates: May 21, 22 (Orientation), June 2, June 9, June 16, June 30, July 7, July 14, July 21, July 28th August 11 and August 18.**

Guards are expected to attend all drills. The annual Shorewood Hills Pool staff dinner is planned for Monday June 23rd.

Part-Time Guard / Instructor: This is a guard position with the same requirements as stated above in “Lifeguard / Instructor”. Part-time guards will be scheduled for 1-3 shifts per week and will also be expected to teach at least one session of lessons, however preference will be given to those applicants who are available to teach both sessions. **Swimming lessons are held from June 16 to June 27 (Monday – Friday) and July 7 to July 24 (Monday – Thursday).** Time commitment is from 10:00 AM – 12:45 PM. There are four, 25-minute lessons, each separated by a 5-minute break, beginning at 10:30 AM. An additional \$1.00/hour will be added to the base lifeguard wage during this time at a starting rate of \$13.50.

Sub-Guard: This is a guard position with the same requirements as stated in “Lifeguard / Instructor”. Sub-Guards, however, will not be required to teach lessons and will not have any scheduled hours in most portions of the summer. These guards should have a sufficient level of experience to be comfortable performing without regularly scheduled shifts. It is an expectation that Sub-Guards will often help-out picking up available (dropped/open) shifts and fill-in as needed for those who have unforeseen absences. Sub-Guards are expected to attend guard drills, an absence for extended travel or professional commitments should be communicated in advance to the Pool Manager for review.

In addition to the general expectations above Sub-Guards are required to meet one of the three commitments listed below.

Option 1: 3 scheduled lifeguard shifts per week on weekdays between May 27th and June 13th.

Option 2: 3 scheduled lifeguard shifts per week on weekdays between August 11th and August 29th.

Option 3: Substitute instruct at least one session of swim lessons and work a minimum of 3 lifeguard shifts every three-weeks.

Lesson Instructor: This position solely teaches swimming or diving lessons during the two sessions of lessons that are described under the “Lifeguard / Instructor” description. Applicants need not apply for this position if they are applying for Lifeguard/Instructor or Part-time Guard/Instructor positions. Lesson Instructors are paid the Lifeguard hourly wage with the additional \$1.00/hour lesson pay, starting at a rate of \$13.50.

Checker / Concessions: This position requires that applicants will be 14 years of age by May 1, 2025. The position will have the scheduled shift hours split between the front desk area and the concession stand. This position will average 6-8 hours/week. Selection of one session of swim lessons to work as a “Lesson Helper is also part of this position. This is a great opportunity for individuals to observe the swim lessons instruction and assist a lifeguard with delivery of introductory swimming skills and techniques.

Requirement: Lesson Helper shifts cannot be exchanged, and attendance is mandatory for each day of the lesson helper session.

Option 1: First Session Swim Lessons: **June 16 to June 27 (Monday – Friday)**

Option 2: Second Session Swim Lessons: **July 7 to July 24 (Monday – Thursday)**

Preference will be given to applicants who assure availability for the above lesson times.

Finally, checker/concessions staff will also have mandatory meetings on Monday June 30th and Monday July 21st at 8PM.

Checker/Concessions AND Part-time Guard/Instructor: This position combines the two roles. This is a great opportunity for those currently in their early years of high school who have just received their lifeguarding certifications. The position will have checker/concession hours as described above and will also have 1-2 guard shift per week. Additionally, the position requires the guard drill attendance and the availability to teach at least one session of lessons. These requirements are described under the “Lifeguard / Instructor” section.

Head Swim Coach: The dates and practice obligations are described below under “Assistant Swim Coach”; however, this position will also be charged with the oversight, encouragement and guidance of the assistant coaches and the following duties: team member registration, team calendar of events, meet entry and registration process, communication and planning regarding set-up and hosting of home swim meets, communication with other league coaches, communication with parents, communication with pool manager and swim team parent committee. Various other miscellaneous duties as deemed necessary for a successful season of swimming. Individuals in this position should be motivated to guide the team and coaching staff to reach goals in teaching & improving swimming skills, building character and friendships, displaying sportsmanship and encouraging competitive achievement, for all swimmers.

Assistant Swim Coach: All coaching positions involve age-group coaching of a wide range of ability and interest levels. Children will range from 6 to 18 years of age. After being hired, there will be an age-specific focus for each coach on staff. The season begins on June 9th. There are daily practices with a swim meet each Saturday morning. Specific dates are TBD by the All-City League. Unless extenuating circumstances exist, coaches are expected to attend all meets and practices throughout the season. The position is salaried, based on qualifications and experience. Participation in the team’s “Shark Week” events as well as annual day trip to the Noah’s Ark water park is a requirement of the position. Additional duties for a successful season of swimming such as facility setup and clean up for practices, swim meets, and other team events are required. Coaching is a commitment to being part of a team. Individuals in this position should be motivated to reach team goals in teaching & improving swimming skills, building character and friendships, displaying sportsmanship and encouraging competitive achievement for all swimmers.

“Little Sharks” Swim Coach: “Little Sharks” is a program designed for beginning swimmers that are interested in developing the skills needed to participate in competitive swimming. Children typically range from 5 to 10 years of age. The season begins on June 16th and ends late July/TBD. Practices are on Tuesday and Thursday mornings from 9:15-10:00am. Swimmers also participate in a special event during the last home swim meet of the season (date TBD) where they swim 1 length of the pool prior to the meet. Positions are hourly, based on qualification and experience.

Assistant Dive Coach: All coaching positions involve age-group coaching of a wide range of ability and interest levels. Children will range from 6 to 18 years of age. After being hired, there will be an age-specific focus for each coach on staff. The season begins on June 9th. There are daily practices with a dive meet each Friday evening. Specific dates are TBD by the All-City League. Unless extenuating circumstances exist, coaches are expected to attend all practices and meets throughout the season. The position is salaried, based on qualifications and experience. Participation in the team’s “Shark Week” events as well as annual day trip to the Noah’s Ark water park is a requirement of the position. Additional duties for a successful season of diving such as clean-up for practices, swim meets, and other team events are required. Coaching is a commitment to being part of a team. Individuals in this position should be motivated to reach team goals in teaching & improving diving skills, building character and friendships, displaying sportsmanship and encouraging competitive achievement for all divers.

Head Dive Coach: The dates and practice obligations are described above under “Assistant Dive Coach”; however, this position will also be charged with the oversight of the assistant coaches and the following duties: team member registration, team calendar of events, meet entry and registration process, set-up and hosting of home dive meets, communication with other league coaches, communication with parents, communication with pool manager and dive team parent committee. Various other miscellaneous duties as deemed necessary for a successful season of diving. Individuals in this position should be motivated to guide the team and coaching staff to reach goals in teaching & improving diving skills, building character and friendships, displaying sportsmanship and encouraging competitive achievement for all divers.

Masters Swimming Instructor: This position involves coaching Masters swimmers with a wide range of abilities and varying goals. It will begin on June 16th and run through August 27th. Practices are held on Monday and Wednesday evenings, from 6:00 PM – 7:30 PM. There are two coaches on deck for each practice. Position is paid hourly.

Water Ballet Instructor: This position involves the coaching, organization, and planning of activities involved with a five-week water ballet program that culminates with a season-ending show Sunday July 20th. Practices are held Monday through Thursday, from 6:00 PM – 8:00 PM. Program dates are June 16 – July 20. Participants possess a wide array of ability and experience. There will be three instructors on deck at each practice. Position is salaried.

Water Aerobics Instructor: This position involves leading a group of adult participants through a one-hour water aerobics session. Sessions are held Monday – Friday, from 12:40 PM to 1:40 PM, and the hours are split between three instructors. Program dates are expected to be June 2 – August 29th. Position is paid hourly, based on experience and qualifications.

Note: This handout is intended to serve as a general informational tool. Some information may change. Any questions may be directed to the pool manager, at: poolmanager@shorewood-hills.org, or may be addressed through the interview and hiring process.

PLEASE KEEP THIS HANDOUT FOR REFERENCE INFORMATION

POOL

VILLAGE OF SHOREWOOD HILLS

2025 APPLICATION FOR EMPLOYMENT

POOL

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) applied for: (Please check all that apply)	<input type="checkbox"/> Assistant Manager	<input type="checkbox"/> Head Swim Coach	<input type="checkbox"/> Checker/Concessions
	<input type="checkbox"/> Head Guard	<input type="checkbox"/> Assistant Swim Coach	<input type="checkbox"/> Water Ballet Instructor
	<input type="checkbox"/> Lifeguard/Instructor	<input type="checkbox"/> "Little Sharks" Swim Coach	<input type="checkbox"/> Water Aerobics Instructor
	<input type="checkbox"/> Substitute Guard	<input type="checkbox"/> Head Dive Coach	<input type="checkbox"/> Lesson only Instructor
	<input type="checkbox"/> Part-time Guard/Instructor	<input type="checkbox"/> Assistant Dive Coach	<input type="checkbox"/> Master's Swim Instructor
	<input type="checkbox"/> Part-time Guard/Instructor AND Checker/Concessions		

How did you learn about this opening?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in
<input type="checkbox"/> School (MATC / UW)	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other: _____

Name: Last	First	Middle	
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Address: Number Street	City	State	Zip
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Telephone Number(s): (Please check preferred number)	<input type="checkbox"/> Home:	Driver's License Number:
	<input type="checkbox"/> Cell:	

Email Address: This Should be your primary email for communication. (Write one character per space below.)																			
																		Date of Application:	

Will you be 18 years old or older on May 24, 2025? Yes No

If you are under 16 years of age, can you provide required proof of your eligibility to work? Yes No
Work permits are needed by individuals who are 14 or 15 years old, after receiving a job offer.
Wisconsin Department of Workforce Development, Work Permit Information:
<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

Have you ever been employed with us before? Yes No
If yes, give Year(s) _____

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

EDUCATIONAL HISTORY

	Name of School	Course of Study/Major	Years Completed	Diploma / Degree
Grade School (Middle School)				
High School				
Undergraduate College / Technical				
Graduate Professional				
Other (Specify)				

PRESENT Year in School: <small>(At time of application)</small>	Middle / High School: <input type="radio"/> 8th <input type="radio"/> 9th <input type="radio"/> 10 th <input type="radio"/> 11th <input type="radio"/> 12 th
	College: <input type="radio"/> Fr. <input type="radio"/> So. <input type="radio"/> Jr. <input type="radio"/> Sr. <input type="radio"/> 5 th

SPECIALIZED TRAINING AND CERTIFICATIONS

Total Lesson Instruction Experience (years or seasons):		
Total Guarding Experience (years or seasons):		
Total Coaching Experience (years or seasons):		
Certifications	Lifeguard Exp. Date (MM/YY):	
	CPR/AED (Annual) Exp Date (MM/YY):	First Aid Exp Date (MM/YY):

- IN WISCONSIN CPR/AED CERTIFICATIONS REQUIRE ANNUAL RENEWAL. (SELECT YOUR CIRCUMSTANCE .)
 - I obtained my active lifeguard certification before September 2024 and need to renew CPR/AED recertification.
 - I will/have obtained my lifeguard certification or recertification between September 1, 2024 and May 24, 2025.
 - I obtained my lifeguard certification or recertification between September 1, 2023, and December 31, 2023.

- IF CERTIFICATIONS ARE EXPIRED, WILL YOU BE RENEWING THEM BEFORE MEMORIAL DAY WEEKEND (5/24/2025)?
 - YES NO N/A

SUMMER AVAILABILITY

Please list any / all dates during the pool season, Memorial Day Weekend (May 24, 2025) through Labor Day (September 1, 2025), in which you have conflicts (such as classes, vacations, camps, other employment, etc.) that would prohibit you from working, or limit your availability. Attendance is a requirement for all assigned shifts at Shorewood Hills Pool. Aside from illness, emergency situations and pre-approved absences, missing assigned shifts regardless of miscommunication, failure to correctly request time off or arriving late, will be documented, potentially resulting in disciplinary action, up to and including termination.	

- EARLIEST DATE OF AVAILABILITY FOR WORK: _____
- LAST DATE OF AVAILABILITY FOR WORK AT THE END OF THE SEASON: _____
- IF THE POOL WERE TO REMAIN OPEN BEYOND LABOR DAY, WOULD YOU BE AVAILABLE FOR CONTINUED EMPLOYMENT?
 - YES NO UNSURE

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / (Optional)		
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / (Optional)		
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / (Optional)		
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate / (Optional)		
	Job Title	Supervisor			
	Reason for Leaving				

Please continue on a separate piece of paper, if necessary

EQUAL OPPORTUNITY EMPLOYER

ADDITIONAL INFORMATION

Please list any additional activities, certifications, awards, experience, or any other information, which you believe would be helpful in the review of your application.

REFERENCES

1. Name:	Phone #:
Email Address:	
2. Name:	Phone #:
Email Address:	
3. Name:	Phone #:
Email Address:	
4. Name:	Phone #:
Email Address:	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized party of the Village of Shorewood Hills.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

I have read the appropriate job description on the first pages of the application, and I am familiar with the requirements.

Signature of Applicant

Date

