

Northampton Township Parks and Recreation 2024 Swim Club Applicant Frequently Asked Questions

1. How old do you have to be to apply for a Swim Club Position?

To apply for a Lifeguard position, applicants must be at least 15 years old **and possess a current Lifeguarding/First Aid/CPR/AED certification**. To apply for a reception desk or custodial support position, candidates should be at least 18 years old and possess excellent computer and customer relations skills. A **current CPR/First Aid certification** will be required for all support staff prior to their first day of work.

2. Does applying for a position guarantee me an interview?

No. At times, NTPR receives many more applications than there are positions available. Once applications are reviewed and it is determined which candidates meet certain criteria (such as training, experience, ability to work with others, the extent of availability during the Swim Club season) and based on the number and type of available positions, qualified applicants will be contacted for an interview. All applications will be acknowledged when received regarding eligibility for interview.

3. Does certification through Northampton Township, prior participation in Swim Team, Township Camps or membership at the Swim Club guarantee me a position?

No. There is no guarantee that a candidate who has participated in our programs in the past will be hired for a position. If there is a job available that fits the candidate's qualifications and the candidate shows enthusiasm for the position, past participation in our programs may be factored into the decision to hire.

4. When are applications due?

Applications are always accepted and put on file; however, an applicant will have the best chance of an interview if the Parks and Recreation Department has the application on file by March 15th.

5. When do interviews begin?

Interviews usually begin mid March or early April. The length of the interview process depends on the number of positions to be filled and the number of candidates. The process should be completed in 4 to 6 weeks. Please note that as part of the hiring process lifeguard candidates may be required to successfully demonstrate their in-water lifesaving skills. Dates for in-water drills and staff training sessions will be provided during the interview process.

6. Is an Employment Certificate or Transferable Work Permit (Working Papers) required?

Applicants under the age of 18 who are offered a position with NTPR must obtain an application for Employment Certificate from their school guidance office. Certificate or Permit **MUST** be returned to NTPR before the applicant can be scheduled to begin work.

7. Are there any other employment requirements?

Yes, employment is contingent upon successful background checks as required by the Pennsylvania's Child Protective Services Law. Details are outlined in the attached Northampton Township Pennsylvania's Child Protective Services Background Check Requirements.

8. What are the Swim Club Hours of Operation?

2024 SWIM CLUB HOURS

Memorial Day, Monday, May 27, 1 to 5 pm

***Early Season Hours: June 3 through June 14, 4 pm to 7 pm**

(*Weather permitting, clear and 70 degrees by 12 pm)

Prime Season Hours: June 17 through August 16, 12 noon to 7:30 pm

Late Season Hours: August 19 through August 30, 12 noon to 7 pm

The Swim Club is open Monday through Friday ONLY, No Weekend Swimming. Please be aware, however, that pool and facility cleaning, Swim Team practice, Swim Meets, Swim Lessons, Aquatic Exercise classes, as well as special events can take place weekends or outside the hours listed above.

9. Aside from the dates the Swim Club is open, are there any other dates I will be required to work?

Yes. There will be a **mandatory, pre-season, paid orientation** that all staff (new and returning) must attend. Once the date is set, all staff will be notified. Lifeguards will also be required to attend additional **mandatory** drills and skills training sessions. While the Swim Club is open Monday through Friday only, pre-season facility set up, post season breakdown, cleaning, as well as training sessions for all staff may be scheduled on weekends or outside regular Swim Club operating hours shown above.

10. What is the Township's vacation policy? May I take time off?

Requests for time off should be limited to 1 week or 5 individual days during the Swim Club season. Days off are unpaid. Requests must be submitted in writing or through the scheduling app at least two weeks in advance. Once schedules are posted, employees are required to find their own substitute from within the pool staff. All substitutions must be approved by the Pool Managers.

Candidates requiring time off for mandatory sports camps, college orientations and other school related functions (with written verification) will still be considered for regular summer positions. Regular staff can expect to be scheduled every week during the swim club season. Those with extensive vacation or other commitments limiting their availability during the Swim Club season may be considered for summer positions but will be scheduled only during particularly busy times or to cover the absence of regular staff.

Thank you for your interest in obtaining summer employment with Northampton Township Parks and Recreation!! If you have specific questions, you may contact the Parks & Rec Operations Manager, Debbie Catoggio at the Parks & Rec office 215-357-6800 extension 211 or by email dcatoqgio@nhtwp.org.