

All staff members will be required to wear a designated uniform. Uniforms will need to be neat and clean at all times. Staff members must provide their own footwear. Admissions, Concessions, and Support Staff members must provide their own shorts or pants which must be worn at waist level and above the knee (no baggy shorts or short shorts permitted). Uniform alterations or footwear deemed inappropriate by management are not permitted. Lifeguards and Deck Attendants will receive a swim suit, hat, lanyard, whistle, tank top and long sleeve t-shirt. Support Staff, Concessions and Admissions will receive two t-shirts. Swim instructors must provide their own one-piece swim suit. Additional uniforms will be available for purchase.

Appearance Guidelines

The image of a positive, safe and clean environment is presented to our guests by the personal appearance of our staff members. We ask that all staff members keep their hair clean, neat and trimmed during the course of their employment. Radical hairstyles are not permitted. Male staff must keep their hair neatly trimmed. Neatly trimmed facial hair is permitted. Jewelry for all staff members must remain conservative (management has the authority to ask staff members to remove items of jewelry if deemed inappropriate or unsafe while working). All shorts must be at least finger tip length.

Job Preference

Please fill in your top three job preferences below. Make sure to check the age requirements on page 2. If your first choice is unavailable you may be called to interview for your second or third choice.

Name: _____

Phone: _____

Email: _____ @ _____

If your email address contains the letter "o" or the number "0", please indicate so on the line above.

Job #1: _____

Job #2: _____

Job #3: _____

Thank you for your interest in the Woodridge Park District Aquatics Department! Please make sure that you have read over your application and have filled in all the necessary information.

Application Deadline Sat., Feb. 25, 2012 Applications will not be accepted after the deadline.



Aquatic Summer Employment

Cypress Cove Announces 2012 Operating Schedule

Summer is around the corner and pool season will soon begin! Cypress Cove will open Memorial Day Weekend (May 26, 27 & 28). The official full time opening of Cypress Cove for the 2012 summer season will be Saturday, June 2nd. The full preseason schedule is as listed:

- Saturday, May 26 11:30 - 8 pm
Sunday, May 27 11:30 - 8 pm
Monday, May 28 11:30 - 6 pm
Saturday, June 2 Open for the season

Training will occur in May before the pools open for the season. All Aquatic Employees are required to undergo training before working. The training schedule is listed on page 3. Please examine the training schedule carefully before applying as all training dates are mandatory, no exceptions.



Application and Interview Process

The application process is easy! Just fill out the enclosed application and return it to the Woodridge Park District Community Center, 2600 Center Drive, no later than Saturday, February 25, 2012. The number of open positions at the pool is dependent on the number of returning staff. Returning staff has first priority for reemployment. The interview process for new applicants will begin in late March, so please be patient. Interview times are flexible and will be scheduled around your school schedule, including half days and full days off of school. If hired, you will be required to fill out tax forms (make sure you know your social security number) and present two forms of ID (a picture ID and either your birth certificate or social security card). Please make sure to bring these with to the interview, you are not hired until all tax forms and necessary paperwork is filled out.



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Benefits of Working at the Pool!

- * Employee season pass
* 30% off food
* Flexible scheduling
* Fun atmosphere
* Bring a friend for a discounted rate
* Free fountain drinks (while on duty)
* Chance to meet new people
* Employee incentive program

Application Deadline Sat, Feb. 25, 2012 Applications will not be accepted after the deadline.

Support Staff Team

Team members rotate between the deck and the bathhouses of Cypress Cove and are responsible for the overall cleanliness of the facility. Team members will be responsible for maintaining locker rooms, the concessions deck, and the sun turf area. Applicants should be friendly, outgoing, and not afraid to converse with adults. Applicants should also enjoy cleaning.

Applicant Minimum Age: 14
Average Hours/Week: 10 - 15
Starting Wage: \$7.75 (\$8.25 if over 18)

Concession Team

Team members are responsible for preparation and serving of food and beverage items, and cash register operations. All concession team members will be expected to clean the concession stand before and after open hours. Applicants should be friendly, outgoing, capable of multi-tasking and not afraid to converse with adults.

Applicant Minimum Age: 15
Average Hours/Week: 20 - 25
Starting Wage: \$7.75 (\$8.25 if over 18)

Admissions/Guest Services Team

Team member duties include greeting facility guests, cash register operations, scanning membership passes for entry, verifying receipts for entry, merchandise sales, answering phones, announcements, and membership registration. Applicants must be proficient with and quick to learn computer skills. Applicants should be friendly, outgoing and not afraid to converse with adults.

Applicant Minimum Age: 16
Average Hours/Week: 29
Starting Wage: \$8.25

Deck Attendant Team

Team members rotate throughout the facility to assist guests on attractions to provide a safe atmosphere. Team members will also be expected to help in emergency situations and will be trained accordingly. Team members will be responsible for the cleanliness of the facility before and after open hours. Applicants should be friendly, outgoing and not afraid to converse with adults.

Applicant Minimum Age: 16
Average Hours/Week: 30
Starting Wage: \$8.25

Swim Instructor Team

Team members lead swim lessons with in-district swim lesson program. Applicants must be familiar with working with children and must be able to swim. Swim lessons are held from 8 am - 12pm and from 5 - 7pm. **Applicants must be able to teach at least 3 of the 4 swim lessons sessions.** Session dates are listed below:

Session 1: June 11 - June 20
 Session 2: June 25 - July 5
 Session 3: July 9 - July 18
 Session 4: July 23 - August 1

Applicant Minimum Age: 15
Average Hours/Week: 15 - 20
Starting Wage: \$8.25

Lifeguard Team

Team members are responsible for the overall safety of the facility guests. Duties include visually scanning water for distressed swimmers, enforcing facility safety rules, and maintaining facility cleanliness before and after open hours. All lifeguard candidates must successfully complete the *Starguard* lifeguard certification course which will be provided by the Park District for a fee of \$65. All lifeguard candidates must be able to swim 200 yards (8 pool lengths, non-stop) and tread water for 3 minutes. In addition to completion of the lifeguard course, all lifeguard team members must complete an additional 4 hours of inservice (provided by the Park District) each month. Applicants should be confident, friendly and not afraid to converse with adults.

Applicant Minimum Age: 16
Average Hours/Week: 30
Starting Wage: \$8.30

All applications must be completely filled out. Incomplete applications will be considered invalid and returned to the applicant.

Application must be filled out by the applicant only. APPLICATIONS FILLED OUT BY A PARENT WILL NOT BE ACCEPTED.

Applicants must meet minimum age requirement by May 14, 2012

ALL TRAINING DATES ARE MANDATORY!!! Please review the training schedule below. If you cannot make even just one of the training dates for the position you are applying for, please do not apply.

Admissions/Guest Services Team Training

Facility Training
 Monday, May 14th, 6:15 - 8:15 pm

All Staff Meeting
 Thursday, May 17th, 6:15 - 7:45 pm

Computer / Register Training
 Wednesday, May 16th, 6:15 - 8:15 pm
 Or
 Monday, May 21st, 6:15 - 8:15 pm
 (you will sign up on May 14th)

Lifeguard Team Training

Certification
 Wednesday, April 25th, CPR/First Aid, 5 - 8 pm
 Wednesday, May 2nd, CPR/First Aid, 5 - 7 pm
 Wednesday, May 9th, CPR/First Aid, 5 - 7 pm
 Saturday, May 12th, 8:30am - 5 pm

Facility Training
 Monday, May 14th, 6:15 - 8:15 pm

All Staff Meeting
 Thursday, May 17th, 6:15 - 7:45 pm

Mandatory Preseason Inservice
 Thursday, May 24th, 5 - 8 pm

Concessions Team Training

Facility Training
 Tuesday, May 15th, 6:15 - 8:15 pm

All Staff Meeting
 Thursday, May 17th, 6:15 - 7:45 pm

Computer / Register Training
 Friday, May 18th, 6:15 - 8:15 pm
 (you will sign up for a specific time on May 15th)

Support Staff Team Training

Facility Training
 Wednesday, May 16th, 6 - 7:30 pm

All Staff Meeting
 Thursday, May 17th, 6:15 - 7:45 pm

Swim Instructor Team Training

Facility Training
 Monday, June 4, 8:30 - 10:30am
 or
 Tuesday, June 5th, 8:30 - 10:30am

All Staff Meeting
 Thursday, May 16th, 6:15 - 7:45 pm

Deck Attendant Team Training

Facility & CPR Training
 Tuesday, May 15th, 6:15 - 8:30pm

All Staff Meeting
 Thursday, May 17th, 6:15 - 7:45 pm

Schedule, Vacation and Sub Policies

All employees will receive their schedule prior to the pool's opening. Most positions at Cypress Cove will have two schedules, one preseason schedule (May 26 - May 28) and one permanent schedule beginning June 2nd. Upon hiring, employees will be given a schedule request form. Employees will get to request 2 days off (it is preferable that one week day and one weekend day be requested as it is impossible to give everyone a whole weekend off), and list any conflicts (i.e., softball practice every Tuesday at 5 pm). The best attempt possible will be made to honor employee's requests. **DO NOT LIST VACATIONS. Employees requesting leave and time off for vacations must find their own substitute for the days he/she is scheduled to work.** If you are scheduled and a conflict develops, and you are unable to find a sub, you are still required to report to work. If you are ill and unable to attend work, you still must find a replacement, as your position is vital to us opening. Call management for additional assistance.

EMPLOYMENT IS BETWEEN THE STAFF MEMBER AND THE PARK DISTRICT, CALLS FROM PARENTS WILL NOT BE ACCEPTED. IT WILL COUNT AS A NO SHOW.



EMPLOYMENT APPLICATION

Woodridge Park District is an equal opportunity employer. Employment with the Woodridge Park District is governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, age, color, sex, sexual orientation, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application interview process should notify the Human Resource Manager.

Date of Application: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Address) (City) (State) (Zip)

Phone Number: _____

Driver's License Number: _____ (If driving is an essential job function.)

If you are under 16 years of age and it is required, can you furnish a work permit? Yes No

Have you submitted an application here before? Yes No

Have you ever been employed with us before? Yes No; If Yes, give date:

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally eligible for employment in this country? Yes No

Application for: (check applicable) Administration Recreation Parks
 Aquatics Golf Course

Available for: Full-time Employment Part-time Employment Seasonal

Will you be able to meet the attendance requirements of the position? Yes No

Are you willing to work overtime as required? Yes No

Position applied for: _____

Desired salary/wage: _____ Date available to begin work: _____

Are you currently on "lay-off" status and subject to recall? Yes No

EDUCATIONAL BACKGROUND

Education	School Name/Location	Number of Years Completed	Major	Degree/Diploma	
				Yes	No
High School					
College/University					
Multiple or Advanced Degree					
Other Training, Education					

Have you ever been convicted of any felony? ___ Yes ___ No

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? ___ Yes ___ No

The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all positions, including the positions for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

If yes, describe: _____

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

Note to all applicants: Do not answer this question unless you have informed about the essential requirements of the job for which you are applying. You may obtain a copy of the job description at the administrative office.

Are you capable of performing in a reasonable and safe manner, with or without reasonable accommodation, the essential job duties for the job or position for which you have applied? ___ Yes ___ No

WORK HISTORY Within last 10 years (Fill in below, beginning with most current employment.)

Most Recent Employer	Address	Phone
Date Started	Starting Salary	Starting Position
Date Left	Salary on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		Reason for Leaving

Employer	Address	Phone
Date Started	Starting Salary	Starting Position
Date Left	Salary on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		Reason for Leaving

Employer	Address	Phone
Date Started	Starting Salary	Starting Position
Date Left	Salary on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		Reason for Leaving

EMPLOYMENT REFERENCES

Please list the name, address and phone number of two references, not related to you, that we may contact.

1. Company _____
Name _____
Address _____
City _____ State _____ Zip _____
Phone # _____

2. Company _____
Name _____
Address _____
City _____ State _____ Zip _____
Phone # _____

PERSONAL REFERENCE

Please list the name, address and phone number of one reference, not related to you, that we may contact.

1. Name _____
Address _____
City _____ State _____ Zip _____
Phone # _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that all the information submitted by me on this application is true and complete, and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and hereby release and waive any claim against the park district which may allegedly arise from such investigation. I further understand that if any false information, omissions, or misrepresentations are either contained in my application or given during any interview and are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the park district's rules and regulations, and I agree that my employment is "at-will" and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the park district's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause, and with or without notice at any time by the park district.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that if I am hired, I will be required to provide proof of identity and information for compliance with the Immigration Reform and Control Act.

Applicant's Signature _____ Date _____

Village Greens Golf Course

1575 W. 75th Street
Phone 630.985.3610 Fax 630.985.8368
www.villagegreensgolf.com

Maintenance Facility

8325 S. Janes Avenue

Community Center & Administrative Offices

2600 Center Drive
Woodridge, IL 60517
Phone 630.353.3300 Fax 630.353.3310
www.woodridgeparks.org
info@woodridgeparks.org

Cypress Cove Family Aquatic Park

8301 S. Janes Avenue
Phone 630.985.5620