**GREENWYCHE CLUB, INC.**

# c/o Ashley Ayres

# 1201 Toney Drive

Huntsville, AL 35802

Emily Johnson & Ashley Ayres

256-603-9883 (Emily)

emilysjolliff@gmail.com 256-520-2605 (Ashley)

Ashley@pretiumvaluation.com

February 21, 2022

We are so excited to be the Swim Reps for the Greenwyche Gators again this summer. We cannot wait to kick off another wonderful season of summer swimming, and we are now accepting applications for summer employment. The coaching application is available online this year, and you can access the application at <https://www.teamunify.com/team/recrcslgc/page/employment>. Positions are available for Head and Assistant Coaches. All candidates must be at least 15 years of age with the Head positions at least 18 years of age.

Employment applications **MUST** be received by **March 15, 2022 at 5:00 p.m**. You may submit your completed application by email to Ashley@pretiumvaluation.com or via mail or front porch drop box at 1203 Toney Drive, Huntsville, AL 35802. Once we receive your application, we will contact you for an interview. Please bring copies of any certifications to your interview.

The proposed Swim Team Staff is presented to the Pool Board for approval prior to hiring. All coaches are required to have current CPR training prior to starting employment. Copies of your certifications must be turned in before the pool opens.

Your availability and commitment to the team are very important. While we don’t have any set dates for the summer swim season, we anticipate the 2022 Greenwyche swim season will begin on Monday, 05/23/2022 with after-school practice. We anticipate morning practices will begin the week of Tuesday, 05/31/2022. The season ends with the City Meet which is typically held the second weekend of July. Your participation in weekly dual meets (Wednesday evenings) and City Meet is mandatory unless prior approval is given.

Please find enclosed in this document the job descriptions, CPR certification requirements and policy statements regarding employment at Greenwyche this summer.

We look forward to working with you this summer to make this a great experience. Please contact us with any questions that you have. We look forward to hearing from you.

Sincerely,

Emily Johnson & Ashley Ayres Greenwyche Club

Swim Team Reps

## Certifications (\*CPR Mandatory)

Some employment with Greenwyche Club requires the following current certifications: American Red Cross Lifeguard Training (within 2 years)

American Red Cross Standard First Aid (within 2 years)

American Red Cross Adult CPR for the Professional Rescuer (within 1 year)

*Please list your most recent certifications in the following courses:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Date Taken** | **Place Taken** | **Instructor** | **Expiration Date** |
| ARC Lifeguard Training |  |  |  |  |
| ARC Standard First Aid |  |  |  |  |
| ARC Adult CPR \* |  |  |  |  |

**Copies of all certifications should accompany this application.** If not yet completed, or expired, copies must be provided prior to the first day of work.

## By signing below:

*I understand the minimum certification requirements for the job and will always maintain current certifications on file with Greenwyche Club, Inc.*

*I understand the Policy Statements attached and will abide by them while employed with Greenwyche Club, Inc.*

*I agree to participate in weekly staff meetings and as needed.*

Signed Date

## Please return copies of certifications by

***March 15, 2022.***

## Absolutely NO applications will be accepted after March 15:

Emily Johnson & Ashley Ayres, Swim Team Reps Greenwyche Club, Inc.

1201 Toney Drive, Huntsville, AL 35802

256-603-9883 (Emily)

256-520-2605 (Ashley)

emilysjolliff@gmail.com

ashley@pretiumvaluation.com

## GREENWYCHE CLUB, INC.

**“Policy Statements”**

1. There will be no illegal drugs or alcohol on club property at any time. Club property includes the pool area, tennis courts, playground, parking lot, and ball fields. Staff persons present on club property or on duty while under the influence of these substances at any time will be dismissed.
2. Lifeguards, or staff persons, bearing in mind that they are role models, will not use tobacco in the presence of children. There is no vaping, smoking, chewing, or dipping on the pool deck. Staff persons will not sell, trade or give tobacco to persons under age nineteen. (State Law)
3. Lifeguards have full authority and responsibility for ensuring the safety of the members and for enforcing the club rules. Any incident that demonstrates a lack of responsibility will be grounds for dismissal. Lack of attention or talking while on the stand and failure to enforce safety rules will be considered very serious offenses.
4. Pool staff must have the ability to make sound decisions when dealing with difficult situations. They must be able to make decisions in regards to the policies and procedures of the facility. It is therefore important that the lifeguard remains emotionally alert and stable during lifeguarding duties.
5. Pool staff must be courteous to all patrons and staff, but unnecessary conversations must be avoided. While on the stand, lifeguards should not have conversations with others except to give them brief directions or answer questions relative to pool rules and regulations. If questions cannot be answered briefly direct the patron to a lifeguard who is not on the stand (deck or office guard) or to a manager or swim team rep.
6. When enforcing rules and regulations the lifeguard must be courteous, consistent, and concise with all patrons. Start instructions/directions with “please” and end with “thank you.” The rule may be better understood if the lifeguard states the reason for the rule after enforcing the rule. For example, if a patron dives into the shallow end of the pool, state, “Please do not dive in the shallow end, it would cause a spinal injury if you were to hit your head. Thank you.”
7. Lifeguard/staff persons will not have visitors while on duty. Exceptions to this would be made under unusual circumstances and must have the approval of the manager.
8. Lifeguard/staff persons will be expected to abide by the schedule, substitute, and vacation policies in the handbook. Failure to report to work when scheduled will be considered a violation of Policy Statement #3. This includes staff meetings.
9. Lifeguard/staff persons will not be allowed to baby-sit while on duty or leave club property with a child without the parent’s permission. Lifeguards may not teach private swim lessons while on duty. All private lessons must be held on your off time.
10. Those considering employment may be subject to a background check.
11. All lifeguards must wear the approved uniform for guards. Females: red, one-piece or two-piece lifeguard suits/red shorts on deck/official Greenwyche Pool lifeguard t-shirt. Males: red swim trunks and official Greenwyche Pool lifeguard t-shirt. Any clothing that could impede a rescue may not be worn. The lifeguard must also have necessary rescue equipment within reach at all times.