

**Northampton Township Parks and Recreation**  
**2020 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 position, candidates must be at least 18 years old and possess excellent computer and customer relations skills as well as a **current CPR/First Aid certification**.

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

No. 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.

**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 receive 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 receiving an interview if the Parks and Recreation Department has the application on file by April 30<sup>th</sup>.

**5. When do interviews begin?**

Interviews usually begin during the month of March; however, due to the current social distancing, initial interviews are being conducted via telephone and may be scheduled between 8:30 am and 4:30 pm, Monday through Friday. 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 all lifeguard candidates must successfully demonstrate their in-water lifesaving skills. Dates for in-water drills 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 by the Friday before 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 2020 Background Check Requirements.

**8. What are the Swim Club Hours of Operation?**

**2020 SWIM CLUB HOURS**

**Memorial Day, Monday, May 25, 2020 1 to 5 pm**

**\*Early Season Hours: June 8 through June 19, 4 pm to 7 pm**

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

**\*\*Prime Season Hours: June 22 through August 14, 12 noon to 8 pm**

**(\*\*Prime Season start date may be adjusted based upon Council Rock School District schedule)**

**Late Season Hours: August 17 through August 28, 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 take place prior to and after the operating 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 is 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 and substitute Lifeguards will also be required to attend additional **mandatory** skills training sessions. While the Swim Club is open Monday through Friday only, training sessions may be scheduled on weekends or outside regular Swim Club operating hours.

**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 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 Manager.

Candidates with extensive vacation or other commitments limiting their availability during the Swim Club season may be considered only for substitute summer positions. Those 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. Substitute staff 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 Swim Club Manager, Debbie Catoggio at the Parks & Rec office 215-357-6800 extension 211 or by email [dcatoggio@nhtwp.org](mailto:dcatoggio@nhtwp.org).***