

2012 Summer Employment Opportunities

Thank you for your interest in working with LARA! Below is a list of our 2012 summer employment opportunities. After reviewing the job description, please follow the directions below to apply.

1. Pick up employment application at the LARA office or download from www.golara.org (under the Department Info tab)
2. Complete employment application and submit to LARA office (629 Fairground Rd. Lewisburg, PA 17837) along with a cover letter, resume and three references.
3. There is no deadline for summer employment application submittal. Applications will be reviewed on a rolling basis during the months of April and early May. Qualified applicants will be contacted for interviews during

Assistant Pool Manager

Lewisburg Community Pool

Position Description - Responsibilities and Duties:

-Under the direct supervision of the LARA Pool Manager, supervises the total operation of the swimming pool and the work of the swimming pool attendants, cashiers and lifeguards.

Basic Requirements of Position:

- Performs all supervisory functions of pool manager when in direct charge of the pool
- Assists pool manager in supervising approximately 45 seasonal pool workers including lifeguards, cashiers and maintenance workers.
- Assists in scheduling all pool workers, maintaining time sheets
- Assists in collecting, counting and recording pool receipts
- Demonstrate human relation skills to create an effective working relationship with all employees and the public.

Preferred Skills/Background:

- At least 21 years of age with valid PA driver's license
- Willingness to obtain Pesticide Applicator's License
- Ability to work closely with LARA staff and government agencies
- Readiness to work 40+ hrs/week including evenings and weekends
- First Aid, CPR and child clearances required

Weekly Hours and Duration:

- Memorial Day – Labor Day, plus pre and post season duties
- 40+ hours per week, pool is open 7 days per week
 - Starting at \$9.00 per hour, depending on experience

Head Lifeguard

Lewisburg Community Pool

Position Description - Responsibilities and Duties:

Under close supervision of the Pool Manager performs professional duties in ensuring effective performance of lifeguard functions. Assists in training, scheduling and assessing lifeguards. Ensures that life saving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules.

Basic Requirements of Position:

- At least 18 years of age
- Must possess Red Cross Lifeguard Training Certification, First Aid Certification and CPR for the Professional Rescuer Certification
- Two (2) years lifeguard experience or previous lifeguard supervisory experience
- knowledge and ability to check and properly manage pool chemicals
- Provide first aid care when needed
- Must be polite, cooperative, and work well with others
- Must present a well-groomed professional appearance and adhere to dress code
- Must be pleasant and courteous & enjoy working with the public
- Other duties as assigned

Preferred Skills/Background

- Strong swimming and life saving abilities
- Ability to communicate effectively with patrons, supervisors and other employees

Weekly Hours and Duration:

- Mandatory orientation and training will be held in mid-May
- Must be willing to work mornings, mid-day, evenings, weekends and holidays
- Pool season runs from Memorial Day- Labor Day

- *Time off requests must be submitted **in writing** to the pool manager as soon as possible or no less than two (2) weeks in advance*

Lifeguard

Lewisburg Community Pool

Position Description - Responsibilities and Duties:

- Enforce the rules and regulations set forth by LARA in a courteous, firm, tactful and prompt manner
- Keep facility fit for inspection at all times
- Vacuum and/or skim the pools when necessary or as directed by Manager on Duty
- Frequently make a survey of the bottom of the pool

- Keep an eye on weather and enforce proper weather related protocol
- Maintain discipline among swimmers in a courteous and determined manner
- Know and be able to implement the specific procedures in the event of an emergency
- Other duties as assigned by supervisor.

Basic Requirements of Position:

- Must be at least 16 years of age
- Must hold current Lifeguard Certification from The American Red Cross
- Must have excellent swimming abilities
- Must be polite, cooperative, and work well with others
- Must be pleasant and courteous
- Must enjoy working with the public
- Must present a well-groomed professional appearance and adhere to the dress code

Preferred Skills/Background:

- Previous lifeguard experience a plus
- Must hold current Lifeguard Certification from the American Red Cross

Weekly Hours and Duration:

- Attend mandatory pre-season meetings regarding pool operations
- Must attend all staff in-services, training sessions and staff meetings
- Pool season runs from Memorial Day- Labor Day
- *All time off requests must be submitted in writing to the pool manager as soon as possible or no less than two (2) weeks in advance*

Front Desk

Lewisburg Community Pool

Position Description - Responsibilities and Duties:

- Run the register for pool admission and concession sales.
- Help track pool attendance, including residency of patrons
- Update the phone message each day
- Maintain a clean work area, regularly check and clean public restrooms
- Put up and take down the flag each day
- Work with the public in a polite and welcoming manner
- Balance register and fill out proper forms at beginning and end of shift
- Other duties as assigned by Manager or Recreation Coordinator

Basic Requirements of Position:

- At least 15 years of age
- Must be polite, cooperative, and work well with others
- Must present a well-groomed professional appearance and adhere to the dress code (Polo shirt and khaki shorts)
- Must be pleasant and courteous
- Must enjoy working with the public

Preferred Skills/Background

- Must possess excellent math skills

Weekly Hours and Duration:

- Mandatory orientation and training will be held in mid-May
- Pool season runs from Memorial Day- Labor Day
- *Time off requests must be submitted **in writing** to the pool manager as soon as possible or no less than two (2) weeks in advance*

LARA Summer Camp Counselor**Position Description - Responsibilities and Duties:**

- Supervise, lead and act as positive role model for children ages 5-12
- Instruct and guide campers to successfully participate in designated activities
- Plan and organize daily activities, including rainy day alternatives
- Provide an energetic, fun and safe environment for campers and staff
- Keep camp area organized, clean and presentable

Basic Requirements of Position:

- Desire and ability to work with children outdoors
- Ability to accept supervision and guidance
- Good character, integrity, and adaptability
- Communicate with Head Counselor regularly
- Get to know each camper on a personal and professional level
- Provide a safe environment for campers and staff
- Follow through with all paperwork, including regular correspondence with parents
- Current First Aid and CPR certification
- Act 34 and 151 clearance
- Valid driver's license and reliable vehicle
- Positive attitude, outlook and a happy reliable person

Preferred Skills/Background:

- Compassion for children and other counselors
- Desire to run and help design high quality camp
- Ability to think creatively with short notice
- Enthusiasm, sense of humor, patience, and self-control
- Education, recreation or related background of study preferred

Weekly Hours and Duration:

- June -August 2012 (Counselors must be 18 or older by June 4, 2012)
- 20-35 hours per week, Monday – Friday. (Camp hours are 7:30am-6:00pm)
- \$7.25 - \$9.00 per hour Depending on experience

Tennis Instructors

Position Description - Responsibilities and Duties:

- Plan, organize, and conduct group lessons.
- Coach, train and instruct participants in tennis by analyzing their performances and developing their abilities.
- Keep abreast of changing rules, techniques, technologies, and philosophies relevant to teaching tennis.
- Instruct individuals or groups in rules of sport, game strategies, and performance principles.

****Please contact Katie Davis, Acting Executive Director, for more information at 570-524-4774 xt. 2# or at director@golara.org.****