



## Welcome to the Cincinnati Recreation Commission !

We're glad you're going to "Work the Water" with us! We have a great program with high standards and would like to answer some frequently asked questions.

- CRC operates 38 facilities including 3 indoor year-round, 7 shallow water, 4 zero depth aquatic facilities, 3 spraygrounds, and 21 outdoor deep water facilities.
- Our Aquatic Division is divided into 3 geographic regions, Central, East, and West. Each area has a pool supervisor for the summer.

### **Paperwork**

The first step in your employment with us is completing a paperwork packet. **Students in Lifeguard Courses are to complete this before their course ends.** Bring your completed paperwork packet to our Aquatic Division's office or our Human Resources Department office at 805 Central Ave. Suite 800 (8<sup>th</sup> floor) Cinti, OH 45202 between 9:00am and 5:00pm Monday through Friday. Our phone number is 357-POOL(7665). It is important to complete all sections of each paper completely; otherwise you will not be placed on payroll. This means you cannot work and will not get paid. However, you must volunteer and attend training in an unpaid status. If you attend school outside of Hamilton County, *your application and all CRC correspondence must show your summer residence within Hamilton County.*

This is the address where your W-2 tax information and pay checks will be mailed. Completion of paperwork includes bringing in your birth certificate, social security card, driver's license or state ID. To get a state ID, take your certified birth certificate with a seal, your social security card, and your parent to sign to the Bureau of Motor Vehicles Office. We're told the fee is \$8.50. If you are under 18 many of the forms must be signed by your parent. Take your time and fill everything out completely, it may take you up to 2 hours. Employees under the age of 18 (as of 6-1-09) must obtain a pupil work certificate permit from their school guidance counselor office. If your work permit will take longer to receive please bring all other completed paperwork to our office, then mail your work permit as soon as you receive it. Your work permit must be received in order to process your paperwork. It may take several weeks to get you onto the payroll. **You cannot be paid for any training if you are not on payroll.**

### **Interviewing and Pool Placement**

Once you are certified as a lifeguard, you will receive an interview. This will occur the last day of your lifeguard course. At this time you will be asked for 3 choices of pool locations at which to work. Please look over the list of pools before the last day of class. Talk to your parents if you need to. Placement is based on availability. Returning guards and new guards from summer/fall courses are placed in early January so as spring continues, pool choices become limited. The Hiring team will place you at a pool as close to your desired location as possible. We realize transportation may be an issue, however, consider arrangements for buses and carpools with other staff. As an employee it will be

your responsibility to work when scheduled and to be on time. Staff are sometimes required to fill in temporarily at a different pool location. We ask staff that drive to do this, but occasionally a pool supervisor will drive a non-driving staff member to a pool in order to staff all pools for the day.

### **Skills Review**

All of our guards, both new and returning must pass a skills review annually. Those attending skills review before March will be paid if their paperwork is totally complete and processed. Those hired after March 1st are required to attend a skills review in an unpaid status. At skills review you will perform all water rescues, first aid skills, and CPR skills without help from the instructor or classmates. You will work as a team but must know your skills as an individual. You must also pass a short written test. This is your time to prove to us that you know your skills and are ready to work. Skills reviews are scheduled on various weekends, December through June.

### **CPRPR/AED**

As a returning lifeguard, you will attend a CPRPR/AED review course in December, January, or February each year. Those successfully completing CPRPR/AED in December, January, or February will be paid. Additional CPRPR/AED review courses are offered on weekends in April and May.

### **New Staff / Parent Orientation**

Each year we hold an orientation for new staff and their parents. This is our opportunity to introduce you to the systems of the Cincinnati Recreation Commission and the Aquatics Division. Any questions or concerns that you have about being a new staff will be addressed at this orientation. You will also have a chance to meet other new guards. Mark your calendar for Thursday, **May 14, 2009** from 6:00pm to 8:45pm. This session will be held in our downtown office building in the 1<sup>st</sup> floor Auditorium, 805 Central Ave. Cinti, OH 45202, across from City Hall.

### **Preseason Training**

In mid-May each year all staff members attend our preseason training. We will have one day of all staff training sessions. Mark your calendar for all day Sunday, May 17, 2009 from 9:30am to 6pm. You will receive a letter with more specific information. At Preseason Training you will meet your manager and co-workers, pick-up your swimsuit and t-shirt if you have passed skills review, and purchase additional suits and t-shirts, and staffwear if you choose. Staffwear and whistles are also available for purchase year round at our downtown office.

### **Water Safety Instructor Course or WSI Aide Training**

If you are 16 or older CRC will pay for you to take an American Red Cross Water Safety Instructor Course so you could also teach swim lessons this summer in addition to lifeguarding. The pay for WSI teaching hours is \$9.00/hour. Staff age 15 or older can become a WSI Aide by attending an Aide course so you can assist with swimming lessons. WSI Aides receive their same lifeguard pay rate when teaching.

### **Before the pools open / Onsite Training**

Managers will arrange hours for their staff to assist in getting the pool ready to open. You will be asked to help with cleaning and organizing. This is a time at your pool to ask your manager questions about your pool operation as well. You will be required to attend an on-site training at a pool where rescues similar to your type of pool and details of your pool's operations will be covered. Your manager will cover staff working schedules at this time. You will also be orientated at your specific pool by your manager. Ask questions anytime.

## General dates for pools

HG / Manager Training		<b>Saturday, May 9 &amp; May 16</b>	8:30 am to 5:30 pm
Gate Monitor Training w/ HG & Mgrs		<b>Saturday, May 23</b>	8:00 am to 1:00 pm
Preseason Training all staff		<b>Sunday, May 17</b>	9:30 am to 6:00 pm
Pool Cleaning & Organizing		<b>May 28 – June 6</b>	as scheduled
Onsite training		<b>May 27 – May 29</b>	4:30 pm to 8:00 pm
	or	<b>June 4 &amp; June 5</b>	4:30 pm to 8:00 pm
	or	<b>June 6</b>	9:30 am to 12:30 pm
Pools open		<b>May 30 or June 8</b>	
Pools close		<b>August 6 through August 16</b>	

## Pool Hours

Deep-water pools are generally open 12:00 noon to 6:00pm or 7:00pm, most 6 days a week. Shallow water pools are generally open 12-5 M-F; some have weekend hours, but are usually 5 days per week. See last year's aquatic program booklet or our website, [www.cincyrec.org](http://www.cincyrec.org), for similar program details.

## Work Schedules and Leaves

You are required to work the entire season as scheduled through pool closing for 30-40 hours per week. Managers will post schedules two weeks in advance. Lifeguards are not routinely scheduled to take time off. You may request up to one week of time off which must be approved by your pool manager and pool supervisor. Emergency leaves may be granted at the discretion of the pool manager.

## Minor Labor Laws

CRC adheres to Federal Minor Labor Laws. Lifeguards age 15 can be scheduled for no more than 8 hours per day and 40 hours per week. They must have a half-hour break after working 5 hours. Lifeguards ages 16 & 17 must also have this scheduled break after 5 hours of work but they can work more than 8 hours per day and 40 hours per week. Additional hours may be available at other pool sites. Please contact your pool supervisor if you are interested in additional hours.

Please see your Lifeguard Instructor or call the Aquatic Division office at 357-POOL (7665) or e-mail us at [aquatics@cincinnati-oh.gov](mailto:aquatics@cincinnati-oh.gov) with any additional questions.

Thanks again for becoming a member of our CRC team!

Sincerely,

Jincey Yemaya  
Aquatic Director  
Cincinnati Recreation Commission