



Randy Evans, Mayor
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February 9, 2024

The City of Jackson is now accepting applications for the position of SEASONAL (PART-TIME) HILLCREST HEAD LIFEGUARD & LIFEGUARD. Applications will be accepted until positions are filled.

Must be minimum 16 years of age, must have a valid driver's license, must be able to pass a drug/alcohol screening, and must be able to work flexible hours. Must be able to perform Essential Functions and must possess Knowledge, Skills, and Abilities listed on the job description.

Employment Application can be found at: www.jacksonohio.us

Mail your application to:

City of Jackson, Ohio
ATTN: HR Dept.
145 Broadway Street
Jackson, OH 45640

Email your application to:

hr@jacksonohio.us

Pick-up/Drop off application during regular business hours at:

Memorial Building - 8am - 4:30pm
145 Broadway Street, Jackson, OH 45640

Thank you,

David Swackhammer

Service Director
City of Jackson



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JOB ANALYSIS – HILLCREST POOL PART-TIME - SEASONAL EMPLOYMENT HEAD LIFEGUARD & LIFEGUARD

General Purpose

To manage and operate the City of Jackson's Hillcrest Pool for the 2024 season between Memorial Day weekend and August 18th.

Requirements

Must be minimum 16 years of age, must have a valid driver's license, must be able to pass a drug/alcohol screening, and must be able to work flexible hours. Must be able to perform essential functions and must possess the knowledge, skills, and abilities.

This list is not exhaustive and may be supplemented as required by changes in the position requirement.

HEAD GUARD

- Work with the health department when problems arise and document situations.
- Making sure all forms/reports are available and filed properly
- CPR/First Aid
- Lifeguarding
- Swim lessons
- Sweep the pool
- Working in the concession stand -Oversee cleanliness of pool area and restrooms
- Testing water every 2 hours and recording results
- Book pool parties
- Create pool passes
- Count money at the end of the day and fill out the appropriate forms -Turn in money each morning to the auditor's office
- Manage funds

LIFEGUARD

- CPR/First Aid
- Lifeguarding
- Swim lessons
- Sweep the pool
- Working in the lifeguard stand
- Clean restrooms
- Working in the concession stand