



# SCSC Employment Requirements



Thank you for applying at Stony Creek Swim Center! Working at SCSC requires commitment, maturity, motivation, and a passion for working with children. Unlike many jobs, it requires forming bonds with clients, gaining the trust of children, and working with parent's most prized possessions. It is not something that can be taken lightly or discarded at any time. Therefore, we only hire individuals whom we feel fit this criterion and can take on such a serious responsibility. Below you will find information for each of the positions currently open.

## Swim Instructors

All instructor training is paid and done at our main facility in Noblesville. Training typically takes between 3-6 weeks based on previous experience and individual skills. Instructors are paid \$8-\$8.25/hour while training. Starting pay for instructors upon receiving their own classes is \$9-12/hour based on experience. We offer lessons seven days a week, in the mornings and evenings. Our program is open to children as young as 4 weeks all the way to adults, as well as individuals with unique learning needs. Child care is available in the evenings and on weekends.

Instructor requirements include,

- Experience working with children
- Comfortable working in a pool for 3-4 hours
- Must be able to work 2-3 shifts March-July
- Must work at least 2 shifts, including two evenings or one evening and one weekend\*
- Applicants 18 years and older must pass a background check
- American Red Cross First Aid, AED, & CPR certification\*\*
- USSSA Infant/Toddler certification\*\*\*

\*Weekend Shifts: Friday 4-7pm & Saturday 9am-12pm; Evening Shifts: Monday-Thursday 4-7:30pm, 4-6pm, or 5-7pm. If needed this will be determined by management, based on class needs.

\*\*SCSC offers a certification class for staff who are not currently certified.

\*\*\*Infant/toddler Instructors only. Certification done through SCSC.

## Swim Instructor Application Instructions & Hiring Process

- Please complete all three pages of the employment application and return it to SCSC. It can be submitted via email to [info@stonycreekswimcenter.com](mailto:info@stonycreekswimcenter.com) or dropped off in person.
- Our interview and hiring is a three-step process. After submitting your application, you will be contacted **VIA EMAIL** by our HR director. She will notify you as to whether we will be continuing with the interview process. If you have been selected to interview, the process is as follows:
  - Phone Interview: A brief 10-15-minute telephone interview with our HR Director. Outcome of this interview will be relayed **VIA EMAIL**.
  - Water Interview: A 3 ½ hour in-water interview with 2-3 senior and mid-level instructors. Outcome of this interview will be relayed **VIA TELEPHONE**.
  - Preliminary Training: A two-day paid training that includes 1 in-water training day and 1 on-deck training day. Outcome of this interview will be relayed **VIA TELEPHONE**.
- Upon completing the application and hiring process, applicants who fit the culture of SCSC will be offered a position and welcomed to the SCSC family!

## Child Care

Our child care is an on-site area for our staff to bring their children while they are working. Child care staff are paid between \$9-\$12/hour based on age and experience. All child care staff must have current CPR/AED/First Aid certification. Any staff member over the age of 18 years old must pass a background check. Child care is offered Monday-Friday evenings and Saturday mornings, depending on the needs of our staff.

# Employment Application

15550 Stony Creek Way, Noblesville  
 P: (317) 773-7399  
 www.stonycreekswimcenter.com  
 info@stonycreekswimcenter.com



## APPLICANT INFORMATION

Full Name		Today's Date	
Address, City, Zip			
Home Phone	Cell Phone	Preferred Phone: Home <input type="checkbox"/> Cell <input type="checkbox"/> Either <input type="checkbox"/>	
E-mail Address		Date of Birth (optional)	
What position(s) are you interested in? Swim Instructor <input type="checkbox"/> Office <input type="checkbox"/> Child Care <input type="checkbox"/> Summer Camps <input type="checkbox"/>			
When are you available to work? (mark all that apply) Spring (Jan-May) <input type="checkbox"/> Summer (June-July) <input type="checkbox"/> Fall (Aug-Dec) <input type="checkbox"/>			

**SWIM INSTRUCTOR:** Please indicate your approximate available times for each day of the week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am – 12pm	9am – 12pm	9am – 12pm	9am – 12pm	10am – 1pm	9am – 12pm
4pm – 7:30pm	4pm – 7:30pm	4pm – 7:30pm	4pm – 7:30pm	4pm – 7pm	

**OFFICE/CHILD CARE:** Please indicate your available starting and ending times for each day of the week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**SUMMER CAMP:** Please indicate if there are any days you would be unable to work an 8-hour shift between 7am-6pm.

Monday	Tuesday	Wednesday	Thursday	Friday

How many hours per week would you like to work?	Minimum:	Maximum:				
When are you available to begin?						
How did you learn about SCSC or this job opening?						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for SCSC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
Do you give SCSC permission to complete the background check required for all youth sports instructors?					YES <input type="checkbox"/>	NO <input type="checkbox"/>

## EXPERIENCE

Are you or have you ever been certified in any of these categories?

Certifications	Certifying Institution (i.e. Red Cross)	Current or Expired	Expiration Date
CPR/First Aid			
Lifeguard			

Do you have any experience teaching swimming lessons?

Approximate Dates of Teaching	Location of Teaching Experience (i.e. YMCA, private pool)	Levels Taught (Infant, beginner, intermediate, special needs)

<b>EDUCATION</b>			
Name of high school		City & State	Graduation Year
Name of college or university		City & State	Major
			Graduation Year
Other		City & State	Field of Study
			Graduation Year
<b>PROFESSIONAL REFERENCES</b>			
Reference #1		Company	
Phone Number		How long have you known this person?	
Reference #2		Company	
Phone Number		How long have you known this person?	
Reference #3		Company	
Phone Number		How long have you known this person?	
<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone	
City & State		Supervisor	
Job Title	Dates of Employment	Reason for Leaving	
Job Responsibilities			
Company		Phone	
City & State		Supervisor	
Job Title	Dates of Employment	Reason for Leaving	
Job Responsibilities			
Company		Phone	
City & State		Supervisor	
Job Title	Dates of Employment	Reason for Leaving	
Job Responsibilities			

**APPLICANT QUESTIONS**

What interests you about working at Stony Creek Swim Center?

What experiences or qualities do you have that would make you a good team member at Stony Creek Swim Center?

What experience do you have working with children?

Do you have any reoccurring weekly activities (i.e. church, sports, etc.)? If so, please provide days, times, & start/stop dates.

Does your schedule change throughout the year (i.e. sports, school, etc.)? If so, please provide as much detail as possible.

Are you planning on moving away, leaving for school, pursuing a different/full-time career, etc. within the next year? Please provide a detailed explanation if so.

**DISCLAIMER AND SIGNATURE**

I certify that the information in this application is accurate, current, and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination.

I authorize Stony Creek Swim Center to investigate my employment history, credentials, and to obtain any relevant information needed to make an employment decision. I hereby authorize my prior employers to release information relating to my employment. I release Stony Creek Swim Center and previous employers from any liability that may result from the release or use of such information.

I understand that nothing contained in this application, granting of an interview, or scheduling training creates a contract for employment. If an employment relationship is established, I understand that employment will be terminable "at will", meaning I have the right to terminate my employment at the end of a session and that Stony Creek Swim Center has that same right.

Signature

Date