

POOL GUARDS, INC.

Dear Applicant,

Thank-you for your interest in working for SPMS and Pool Guards, Inc.. We are a full-service pool management company that has been in business since 1983. We are the first and most experienced such company in the Chicago area. We manage condominium, townhouse, and homeowner associations with such services as: opening and closing pools; repair work; and certified lifeguards, and swim instructors. We manage close to 60 pools every summer all over the suburbs.

We start the hiring process in February. We will start to email or call to set up an interview in February.

After completing the hiring process, our goal is to place you at a pool as close to your home as possible. Each pool has a manager that is responsible for scheduling and day-to-day maintenance of the pool area. The manager works with you to ensure you are getting enough hours and are comfortable with your responsibilities. The office staff and pool managers are flexible with how much you work, and when, however we ask that you are upfront and honest about your availability to alleviate miscommunication. All we ask is that you are reliable since many of our accounts have only one lifeguard on duty. Your dependability is the key to our success! All employees are required to purchase a Pool Guard uniform – the cost is usually around the \$95 range and are available at our orientation meetings.

Once the pools open, the daily duties required from each staff member include: safety of the pool and patrons; checking pool passes; checking pool water chemistry levels (pH & chlorine); enforcing pool rules; vacuuming the pool; and generally ensuring that the facility is clean and safe for all residents.

All employees are required to secure lifeguarding certifications. We accept certifications from Red Cross, Ellis, and Starguard. We offer certification classes starting in March. The American Red Cross requires candidates for the lifeguard certification classes be 15 years of age. Once you are hired, we will notify you of our class offerings. The cost for our certification classes is approx. \$150. If you want to get certified before the summer season starts, we encourage you to contact local agencies for their offerings. Many park districts, YMCA's, high schools, community colleges, and fitness centers offer classes in the spring.

Last, but certainly not least, we will be hiring over 400 lifeguards this summer. We spend a great deal of time and money to locate enough staff members. Any help you can provide is appreciated. If you have any friends or relatives that are interested, feel free to copy the application and pass it along.

Thanks again for your interest in joining our team. Our goal is have the hiring process completed by the beginning of May. Because of this, don't wait to fill out the application and send it back. You can fax, mail, or e-mail the application back to us. If you have any questions, please don't hesitate to call. I will be contacting you for an interview by email or phone.

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