



**New Instructor Checklist**

Step	Task	Notes
1	Apply On-line	<p><a href="http://www.columbiaassociation.com/aquatics">http://www.columbiaassociation.com/aquatics</a>            Click: on "Hiring" tab.            Click: on "Application" tab.            Apply for New Lesson Instructor.            Make sure you get a confirmation screen with an application number.            Please only use Internet Explorer or Firefox.</p>
2	Schedule an Interview	Call the Aquatics Office to schedule an interview.
3	Attend interview	Interviews held at the Aquatics office: 9540 Gerwig Lane, Columbia, MD 21046
4	Complete paperwork	All paperwork must be completed <u>and</u> turned into the aquatics office <b>BEFORE</b> you can schedule a certification class.
5a	Receive an offer letter via e-mail	Do not expect an offer letter till mid to late March. Be sure to keep your e-mail address updated for this and all other communications.
5b	Schedule & Attend a certification class	<p>All new instructors must complete a 12 hour training class.            You may not mix and match weekend days:</p> <p>Option 1            Friday June 1 6-10 PM Aquatics office            Sat. June 2: 8 AM-12 PM Kendall Ridge Pool            Sun June 3 8 AM -12 PM Kendall Ridge Pool</p> <p>Option 2            Friday June 8 6-10 PM Aquatics office            Sat. June 9 8 AM -12 PM Hawthorn Pool            Sun June 10 8 AM -12 PM Kendall Ridge Pool</p> <p>Option 3            Friday June 15 6-10 PM Aquatics office            Sat. June 16 8 AM -12 PM Hawthorn Pool            Sun June 17 8 AM -12 PM Kendall Ridge Pool</p>
5c	Attend New Employee: Columbia Association Team Orientation Class	All New CA team members are required to attend an 6 hour Columbia Association team orientation class. New employee's cannot work a single day without attending this class. Schedule Available February.
8	Attend one of three Aquatics Orientation Nights	<p>PLAN NOW. Clear your calendar.            Must attend one date in May. May 1st, 2nd, or 3rd @ 6p.m.            No Need to Schedule. Just attend one night.</p>