



Managers,
Assistant
Managers,
Head
Lifeguards,
& all
Coaching
Positions.

Step	Task	Notes
1	Apply on-line	<p>http://www.columbiaassociation.com/aquatics Click: on "Hiring" tab. Click: on "Application" tab. Apply for Returning Lifeguard or returning lesson instructor. Make sure you get a confirmation screen with an application number. Please only use Internet Explorer or Firefox.</p>
2	Attend interview	<p>Be sure to keep your e-mail address updated for this and all other communications.</p> <p>Interviews held at the Aquatics office: 9540 Gerwig Lane, Columbia, MD 21044</p>
3	Receive an offer letter via e-mail	<p>Position offer letters will begin going out in March. Refer to the interviews schedule chart on the interview page for the current schedule for position offer letter communication dates. This will be updated if there are changes and may advance or decline based on the interview process.</p> <p>Be sure to keep your e-mail address updated for this and all other communications.</p>
4	Complete paperwork	<p>All paperwork must be completed BEFORE you can be scheduled. All paperwork must be completed <u>and</u> turned into the aquatics office BEFORE you can schedule a certification class.</p>
5	Attend a certification class	<p>Click: on "Training" tab. Click: on "Lifeguard Class Schedule" Must Contact office to register - 410.312.6332 Must be absolutely sure of date, as no changes or absences will be allowed.</p>
6	Pass written & practical tests then sign license.	<p>See next step below.</p>
7	Attend one of three Aquatics Orientation Nights	<p>PLAN NOW. Clear your calendar. Must attend one date in May. May 1st, 2nd, 3rd @ 6p.m. No Need to Schedule. Just attend one night.</p>