

# Verona Community Pool Application Information and Process

## Requirements

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In order to work at the Verona Community Pool, you must be at least 15 years old as of the first day of the season, May 23, 2026. Application in no way guarantees employment, and hiring is at the discretion of Recreation and Pool Management. A requirement of employment is to be available to work at least two shifts of the following holiday weekends: Memorial Day Weekend, July 4th Weekend, and Labor Day Weekend. All staff orientation meetings will be announced at a later date by department supervisors. Any application received after March 1 may be put on a waitlist, and any application received after April 15th will be put on a waitlist.

## Position Information

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The Verona Community Pool hires employees for the summer in four positions: Lifeguard, Office, Maintenance, and Rec Tent.

Lifeguards are in charge of water safety and are responsible for the swimmers when on stand as well as first aid. Lifeguards must be lifeguard certified in order to work.

Office employees handle customer service and check in. They rotate through multiple stations throughout the day and are also in charge of the water slide, handing out equipment, and scheduling gazebo rentals.

Maintenance employees are in charge of general cleanliness of the pool grounds, emptying garbage cans, checking the pool for appropriate levels of chlorine and pH, and handling any messes that arise. However, everyone who is employed by the pool is expected to assist with any job that maintenance requires.

Rec Tent employees coordinate events and games for children and families. They have games and sports during the week and weekend, and larger planned events on certain weekends. They must be good with children and be proactive by having activities ready for kids to play every single day.

## Application Information

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1. If you are a new employee, you must request an application from the recreation department. This can be done by emailing [jmchugh@veronanj.org](mailto:jmchugh@veronanj.org) requesting

an application. The application opens on February 1st, and is due by March 1st. All returning employees will automatically receive their application on January 15th and all previously waitlisted employees will automatically receive the application on February 1st.

2. Once you receive your application, you must fill out the Google Form portion as soon as possible. While applications are due no later than March 1st, we encourage you to get them in as soon as possible.
3. If you are a lifeguard applicant, you will have to submit your active lifeguard certification. If you are not certified, or if you will not be certified as of May 23, 2026, you may indicate on your application requesting information regarding certification and recertification classes.
4. If you are a new employee, you must fill out and submit your Notification and Release Form or VPD Master Name Check form (as applicable) so that we can run your background check. This is done as a step on your Google Form.

## Hiring Process

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1. If you receive an Offer of Employment email when they go out, it means that you have been offered a job at the Verona Community Pool for the summer.
2. In your Offer of Employment email will be a link to a Google Form to confirm your employment. Without filling this out, we will not know that you are accepting the position and we will move forward under the assumption you are not.
3. If you are a new employee and 18 years or older, you will receive an email from TruView, the background check company we use. In it you will find your TruView Background Check questionnaire, which must be filled out in one sitting, in a timely manner upon receiving it.
4. After you fill out your Confirmation of Employment, you will receive an email from the payroll department to set up your information so you can be paid. It is the policy of the Recreation Department that everyone utilizes Direct Deposit. We will not issue live checks.
5. If you are under 18, you will have to submit working papers via a link included in your offer letter.
6. All employees will receive an email invitation to complete their online Harassment and Safety training.
7. You will also receive either an email or text to join When I Work, the scheduling app the pool managers use to organize who is working and when. You must download the app and join as soon as you receive the alert.
8. Finally, you will have to attend a mandatory orientation in May before we open on the Saturday of Memorial Day Weekend.

9. All steps must be completed before an employee can begin work.

## Notes

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1. All applicants are expected to commit to completing all of these steps independently and without reminder from the Recreation Department. We will not remind you or follow up.
2. We communicate solely with the applicants themselves, from phone calls, to emails, to in person meetings. If you want to request an application, we require that it come from you, the applicant's, personal email. We do not answer questions from parents, we do not let parents fill out applications, nor can any communication meant for the applicant go to a parent's email. We deal with you, the potential employee.
3. If you are put on a waitlist, this does not mean you will be hired, it means that we received your application and if we need more employees in the position you applied for after the initial hiring process, we will reach out in order of who applied first. In other words, you do not have a job for us if you are on the waitlist.
4. We will no longer be issuing paper applications and we will not be accepting any physical applications or physical Notification and Release Forms starting in 2024, barring a special case.