

City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)



Position Request Form

(Must be completed prior to posting position.)

Position Requested by: Robyn Rasmussen

Date: 2/17/2020

Department Director Approval: [Signature]

Date: 02/17/2020

Department: Rock Springs Family Recreation Center

Position Requested: Lifeguard/Instructor

☒ Replace ☐ Add

If replacement, state previous employee name and date of termination:

Clint McJunkin (03/01/2020)

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal _____ months # hours/week 40

☐ Days ☐ Evenings ☐ Nights ☐ Weekends ☒ Various

Specific time of shift: (i.e. 7:00am – 3:30pm) Could open at 5:30 am or close at 6:30 pm (8 hr shifts)

Position Qualifications

- ☒ High School Grad/GED ☐ Associates Degree
☒ Driver's License ☐ Bachelor's Degree
☐ Commercial Driver's License ☐ Master's Degree
☒ Certifications Posses or able to attain Lifeguard Certification, Water Safety Instructor,
CPO, and 1st Aid CPR/AED Training (possibly certifications to teach water fitness classes)

Brief Description of Duties: See job description for Lifeguard/Instructor

Position Begin Date: 3/1/2020

Budget Approval: [Signature]

Director of Administrative Services

Non-Budget Approval: _____

Director of Administrative Services

Approved: [Signature]

Mayor

Not Approved: _____

Mayor

Advertising Request

- ☐ Post In-House Only
☐ Rocket Miner
☐ Green River Star
☐ Regional/National Paper
☐ State Association
☐ National Association

Both in & out for 1 wk.