

HOUSTON PARKS AND RECREATION - AQUATICS HIRING PROCESS

STEP 1 – PRE-QUALIFY

- You must be at least 16 years old by May 31.
- If you did not work for HPARD last summer, you must pass the Swim Evaluation. Please call the Aquatics Office at **832-395-7129** to schedule it.

STEP 2 – APPLY

- You must Apply online at: www.houstontx.gov/jobs
- Once you receive the email confirming that your online application was submitted successfully, please forward it to: Aquatics.Applications@houstontx.gov (write your last name and your name on the subject line).

STEP 3 – COMPLETE HIRING DOCUMENTS

- Complete the initial hiring documents in **BLUE INK** and bring them to the Aquatics Office prior to scheduling your Lifeguard Training.

STEP 4 – LIFEGUARD CERTIFICATION

- Each calendar year, you must be certified in Lifeguard Training and First Aid/CPR/AED for Professional Rescuer by an American Red Cross Approved Agency. If you are not certified, you may receive certification through HPARD for a **\$42.00** one-time payroll deduction when committing to work for the City of Houston during the summer (a \$295 Value), requires scheduling. *

STEP 5 – ON-BOARD PROCESSING (E-VERIFY, HEARING/VISION AND DRUG SCREENING)

- You must schedule an on-board processing appointment at the Location and time TBD. It is important that you complete onboarding documents received via e-mail prior to your appointment. You will need to bring a current government Picture I.D. and Social Security Card (both documents must match). If under age 18, a parental consent for Physical Examination and Drug Test signed forms is required. For **Vision Test**: If you have been prescribed corrective lenses, make sure to bring them with you.

STEP 6 – CONDITIONAL OFFER

- A Houston Parks and Recreation representative will make you a conditional job offer (pending on successfully passing the lifeguard training, physical examination, drug test, criminal background check, and submit all the required processing documents).

STEP 8 – PLACEMENT

- After you successfully complete all the requirements, and according with your qualifications and positions availability, you will receive a call from a Regional Aquatic Manager with further instructions.

* Aquatics Office, 6200 Wheeler, Bldg. #3, Houston, TX 77023, Office Hours: Mon-Fri 9 am – 4 pm
Phone # 832-395-7129

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HPARD 2022 AQUATIC SCHEDULE

LOCATION:	PROPER SWIM ATTIRE REQUIRED!
TBD	Appropriate swim attire is required (bathing suit/ swim trunks). Females should wear a one-piece swimsuit. NOTE: "Cotton clothing, basketball shorts, cutoff shorts, T-shirts, bikinis or thongs are not allowed".

Swim Evaluation Schedule

DATE	TIME	DATE	TIME
Friday 2/25/22	6:00 PM – 7:00 PM	Saturday 2/26/22	11:00 AM – 12:00 PM
Friday 3/04/22	6:00 PM – 7:00 PM	Saturday 3/05/22	11:00 AM – 12:00 PM
Friday 3/11/22	6:00 PM – 7:00 PM	Saturday 3/12/22	11:00 AM – 12:00 PM
Friday 3/18/22	6:00 PM – 7:00 PM	Saturday 3/19/22	11:00 AM – 12:00 PM
Friday 3/25/22	6:00 PM – 7:00 PM	Saturday 3/26/22	11:00 AM – 12:00 PM
Friday 4/01/22	6:00 PM – 7:00 PM	Saturday 4/02/22	11:00 AM – 12:00 PM
Friday 4/08/22	6:00 PM – 7:00 PM	Saturday 4/09/22	11:00 AM – 12:00 PM
Friday 4/22/22	6:00 PM – 7:00 PM	Saturday 4/23/22	11:00 AM – 12:00 PM
Friday 4/29/22	6:00 PM – 7:00 PM	Saturday 4/30/22	11:00 AM – 12:00 PM
Friday 5/06/22	6:00 PM – 7:00 PM	Saturday 5/07/22	11:00 AM – 12:00 PM
Friday 5/13/22	6:00 PM – 7:00 PM	Saturday 5/14/22	11:00 AM – 12:00 PM



Lifeguard Certification Training Schedule

DATES	TIME
Course # 1 LGIs – February 25, 26 & 27	
Course # 2 Review Class (returning guards) - March 4, 5 & 6	
Course # 3 Review Class (returning guards) – March 11, 12 & 13	
Course # 4 – New & returning – March 18, 19, 20, 25, 26 & 27	
Course # 5 – New & returning - April 1, 2, 3, 8, 9 & 10	
Course # 6 – New & returning - April 22, 23, 24, 29, 30 & May 1	
Course # 7 – New & returning - May 6, 7, 8, 13, 14 & 15	

Friday: 6 PM - 10 PM
Saturday and Sunday:
8 AM - 5 PM (one-hour lunch)