



2024 Aquatics Staff Payroll and Training Calendar


May 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29 Manager Payroll Sign-Up Deadline	30	1	2	3	4	5
6 Witter Preseason Opening Day	7 Hiring Fair 2-6pm @ Witter Last Name A-H	8 Hiring Fair 2-6pm @ Witter Last Name I-R	9 Hiring Fair 2-6pm @ Witter Last Name S-Z	10	11	12
13	14	15	16	17	18 Payroll make-up day and NeoGov help 9am-5pm @ Witter	19 Payroll make-up day and NeoGov help 9am-5pm @ Witter Manager Get Together 6-8pm @ Dwight Merkel
20 Management Training 5-8pm @ The Hive	21 Management Training 5-8pm @ The Hive	22 Management Training 5-8pm @ The Hive	23 Management Training 5-8pm @ Witter	24 NeoGov and Acranet Tasks Deadline	25	26
27	28	29	30	31	1	2
3	4	Notes: NeoGov and Acranet tasks must be completed by the May 24 deadline or you will be ineligible for hire for the summer.				


June 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	1 Time Off Request Deadline	2
3	4 CivicRec Training 4:30-7:30pm @ Liberty Park Library / Comstock, Hillyard & Witter Staff	5 CivicRec Training 4:30-7:30pm @ Liberty Park Library / Cannon, Liberty & Shadle Staff	6	7 All Staff Orientation 5:15-7:30pm @ Northeast Community Center	8	9
10 Pump Room Trainings 10-11:30am @ Cannon 1-2:30pm @ Shadle Swim Instructor In-Service (Tadpole/Seahorse) 4:30-6:30pm @ Witter	11 Pump Room Trainings 10-11:30am @ Liberty 1-2:30pm @ Comstock Swim Instructor In-Service (Penguin/Turtle) 4:30-6:30pm @ Witter	12 Pump Room Trainings 10-11:30am @ Hillyard 1-2:30pm @ Witter Swim Instructor In-Service (Stingray/Seal) 4:30-6:30pm @ Witter	13 Swim Instructor In-Service (Baracuda/Jr. Lifeguard) 4:30-6:30pm @ Witter	14 Manager Meeting 9-10am @ Witter Manager Water Skills 10am-2pm @ Witter All Staff Training 5-8pm @ Home Pools	15 All Staff Training 12-6pm @ Home Pools	16 All Staff Training 9am-2:30pm @ Home Pools
17 Summer Season Opening Day Swimming Lesson Session 1 Begins	18	19 Facilities Closed Juneteenth Holiday	20	21 Lifeguard In-Service Location: Liberty 8:30-9:30am Cannon 9-10am Shadle 9:30-10:30am Hillyard 10-11 Comstock 10:30-11:30am Witter 11am-12pm Liberty	22	23
24	25	26	27	28 Manager Meeting 9-10am @ Witter	29	30
1	2	Notes: Guaranteed time off requests are due by June 1st. All other requests are subject to manager approval.				

July 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Swimming Lesson Session 2 Begins	2	3	4 Facilities Closed Independence Day	5 Lifeguard In-Service 10am-12pm Comstock, Liberty & Witter staff @ Comstock Cannon, Hillyard & Shadle staff @ Shadle	6	7
8	9	10	11	12 Manager Meeting 9-10am @ Witter Swim Instructor In-Service 10-11:30am @ Witter	13	14
15 Swimming Lesson Session 3 Begins	16	17	18	19 Lifeguard In-Service Time TBD by Manager Location: Home Pools	20	21  Cardboard Boat Regatta 2-4pm @ Hillyard
22	23	24	25	26 Manager Meeting 9-10am @ Witter Swim Instructor In-Service 10-11:30am @ Witter	27	28
29 Swimming Lesson Session 4 Begins	30	31	1	2	3	4
5	6	Notes:				

August 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2 Lifeguard In-Service Location: Witter 8:30-9:30am Liberty 9-10am Comstock 9:30-10:30am Hillyard 10-11 Shadle 10:30-11:30am Cannon 11am-12pm Witter	3	4
5	6	7	8	9 Manager Meeting 9-10am @ Witter	10	11
12 Swimming Lesson Session 5 Begins	13	14	15	16  Lifeguard Olympics All staff in-service & pool points award ceremony 9:30am-12pm @ Liberty	17	18
19	20	21	22	23 Summer Season Closing Day Manager Meeting 9-10am @ Witter	24	25
26	27	28	29	30	31	1
2	3	Notes:				