



# 2025 Aquatics Staff Payroll and Training Calendar

## May 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Manager Payroll Sign-Up Deadline	29	30	1	2	3	4
5 Witter Preseason Opening Day	6	7	8	9	10	11
12	13 Hiring Fair 2-6pm @ Witter Cannon & Comstock Staff	14 Hiring Fair 2-6pm @ Witter Hillyard & Shadle Staff	15 Hiring Fair 2-6pm @ Witter Liberty & Witter Staff	16	17 Payroll make-up day and NeoGov help 9am-5pm @ Witter	18 Manager Get Together 5-8pm @ North Bowl
19 Management Training 5-8pm @ The Hive	20 Management Training 5-8pm @ The Hive Head Managers Only	21 Management Training 5-8pm @ The Hive	22 Management Training 5-8pm @ Witter	23 <b>NeoGov and Acranet Tasks Deadline</b>	24	25
26	27	28	29	30	31	1
2	3	<b>Notes:</b> NeoGov and Acranet tasks must be completed by the May 23 deadline or you will be ineligible for hire for the summer.				

## June 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1
2	3	4 CivicRec Training 4:30-7:30pm @ Liberty Park Library / Cannon, Liberty & Shadle Staff	5 CivicRec Training 4:30-7:30pm @ The Hive / Comstock, Hillyard & Witter Staff	6 All Staff Orientation 6:30-9:00pm @ Northeast Community Center	7	8
9 Pump Room Trainings 10-11:30am @ Cannon 1-2:30pm @ Shadle  Swim Instructor In-Service Shadle, Comstock and Witter 4:30-6:30pm @ Witter	10 Pump Room Trainings 10-11:30am @ Liberty 1-2:30pm @ Comstock  Swim Instructor In-Service Shadle, Comstock and Witter 4:30-6:30pm @ Witter	11 Pump Room Trainings 10-11:30am @ Hillyard 1-2:30pm @ Witter  Swim Instructor In-Service Liberty, Hillyard and Cannon 4:30-6:30pm @ Witter	12   Swim Instructor In-Service Liberty, Hillyard and Cannon 4:30-6:30pm @ Witter	13 Manager Meeting 9-10am @ Witter  Manager Water Skills 10am-1pm @ Witter  All Lifeguard Staff Inservice 5-8pm @ Comstock	14   All Staff Training 12-7pm @ Home Pools	15   All Staff Training 9am-3:30pm @ Home Pools
16 Summer Season Opening Day  Swimming Lesson Session 1 Begins	17	18	19 Facilities Closed Juneteenth Holiday	20 Manager Meeting 9-10am @ Liberty Swim Instructor In-Service 10-11:30am @ Liberty	21	22
23	24	25	26	27 Lifeguard In-Service Time TBD by Manager Location: Home Pools	28	29
30	1	<b>Notes:</b>				

# July 2025

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

# August 2025

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