

**NEWTOWN PARKS AND RECREATION**  
**EICHLER'S COVE PARK WARDEN APPLICATION 2014**  
**PARK WARDEN (Must be over 21 years old by April 12, 2014)**

**PLEASE ATTACH YOUR RESUME - ONLY IF YOU ARE NEW TO THE POSITION**

**PLEASE PRINT - FILL OUT COMPLETELY**

**NAME** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
Street City State Zip

**EMAIL ADDRESS** \_\_\_\_\_

**DATE YOU ARE AVAILABLE TO BEGIN WORK:** \_\_\_\_\_ **SHIRT SIZE - SM MED LRG XLRG**

**LAST DATE AVAILABLE TO WORK:** \_\_\_\_\_ **VACATIONS PLANS AND DATES** \_\_\_\_\_

Have you worked (or volunteered) for the Newtown Parks and Recreation Department in the past?  
If YES, in what capacity? \_\_\_\_\_

Previous Lifeguard Management or Marina Management experience:  
Employers Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
How many years at this job: \_\_\_\_\_

What previous training and experience have you had to qualify you for your desired position?  
(List any current Certifications. Include copies of these certifications.) \_\_\_\_\_

Are you able to work a rotating scheduling, including Saturday, Sunday and Holidays? \_\_\_ Yes \_\_\_ No  
Explain \_\_\_\_\_

References: Give names, addresses and phone numbers of two people that are NOT relatives.

1.	_____	_____	_____
	Name	Address	Phone Number
2.	_____	_____	_____
	Name	Address	Phone Number

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**Please return completed form to:**  
**NEWTOWN PARKS AND RECREATION**  
**3 MAIN STREET**  
**NEWTOWN, CT 06470**

**Marina/Boat Launch Season is April 12<sup>th</sup> – October 13<sup>th</sup>**  
**Beach Season is May 24<sup>th</sup>– September 1<sup>st</sup>**

**APPLICATION DUE DATE: March 14, 2014**

(Parks and Recreation cannot be held responsible for loss of mail or postal delays when returning your application.)

**Job description is on reverse side.**

Park Warden

Eichler's Cove

Job - Description

### Tasks to be performed

Provide visitor services by explaining rules & regulations; respond to visitor requests, needs and complaints; providing information about the park and surrounding areas. Manage the site, parking, employees, and to promote the understanding and enjoyment of the special qualities of Eichler's Cove Beach and Marina. This warden will manage recreational activities and assist in any emergency services required.

To seek and foster the social and economic well being of the community through maintaining close liaison with the marina/beach users, and the range of interest and user groups and providing effective communication between the Parks and Recreation Department , Health Department and the public. .

### Principal Duties-

To inform boaters/beach users about services, make sure boats are properly tied and that boat owners, beach users and launchers follow the rules and regulations of the beach, marina and launch area. The warden must inspect all docks for maintenance issues and ensure that they are safe. The Warden will supervise the boat slips and renters. Other duties will include but are not limited to monitoring and recording visitor activity, conditions of all areas including weather and possibly some wildlife activity and surveys. Must be able to work full time, evenings, weekends and some holidays. This is a full time seasonal job. Must be flexible to handle other positions when needed at the facility.

To make sure gate guards and lifeguards are performing the appropriate duties.

### Qualifications and Training –

Prior experience with management of staff, marina managing experience, supervisory experience and lifeguard management experience. Certifications for lifeguard management and marina management a plus. A warden should have general seamanship knowledge that includes boating right of way, rules, basic navigation and mooring techniques.

### Knowledge, Skill and Abilities-

Candidates should have the ability to work independently, the ability to work well under pressure, great communication skills and the ability to work as a member of the Parks and Recreation team. The candidate should have a valid driver's license.

Assist in emergency duties to protect human life, property, and natural features of park.

### Work Environment-

The work environment for a park warden normally consists of working in any type of weather. The environment can be hectic and fast-paced.

### Physical Demands-

The park warden job requires long stretches of standing and walking for the majority of the work day.