

**NEWTOWN PARKS AND RECREATION**  
**EICHLER'S COVE PARK WARDEN APPLICATION**  
Application Due Date: April 1, 2024



**Beach Season** is May 25 – September 2, 2024  
**Marina Season** is May 15 – October 14, 2024

(You must be at least 21 years old by April 10, 2024 to be considered for this position)  
Please attach your resume, only if you are new to this 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: M L XL XXL

LAST DATE AVAILABLE TO WORK: \_\_\_\_\_

VACATIONS PLANS AND DATES \_\_\_\_\_

ARE YOU AVAILABLE TO WORK AT LAKE LILLINONAH AS AN ATTENDANT IF NEEDED: \_\_\_\_ Yes \_\_\_\_ No

ARE YOU AVAILABLE TO WORK AS A PARK ATTENDANT IF NEEDED: \_\_\_\_ Yes \_\_\_\_ No

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

Do you have previous Lifeguard Management or Marina Management experience: \_\_\_\_ Yes \_\_\_\_ No

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

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

1 \_\_\_\_\_  
Name Address Phone Number

2 \_\_\_\_\_  
Name Address Phone Number

## **Eichler's Cove Park Warden Employment Agreement**

**(This agreement is not a promise of employment)**

I agree to fulfill the duties of a Park Warden for the Newtown Parks and Recreation Department, to the best of my ability. I agree to work the summer, with the exception of the vacation policy; and I agree to the following:

### **Eichler's Cove Park Warden job responsibilities/daily duties included but not limited to:**

1. Always be professional - Wear your warden shirt every day.
2. Be on time every day!
  - a. If you are running late, please contact warden before your shift and/or call the office. If you are on the early shift to replace the security guard, be on time!
3. NEVER leave the site unattended. Do not leave until your replacement arrives.
4. If you are unable to do your shift, please call another warden to work **and** email or call the office to notify of the change.
5. Respond to visitor's requests, needs and complaints.
  - a. If you are unsure of policy, rules or regulations, please Do Not assume or give misinformation. Call the office for verification or have them call the office. Giving wrong information to patrons may cause problems. There is nothing wrong in letting the patron know that you will find an answer for them.
6. Assist in parking lot to ensure for proper parking. Limited spaces.
7. Assist in any emergency services.
8. Check passes for admittance to beach or launch.
  - a. Visitors can visit the picnic area, as long as they have a permit on their vehicle.
  - b. Only patrons with beach passes are allowed on the beach.
  - c. Slip holders/Drystorage patrons have been issued a family pass that appears differently than the Resident Pass.
9. Record daily activities, beach goers, boat launch, etc. on the sheet provided. Record Weather conditions (am/pm).
10. Keep area clean. Pick up trash, etc. Clean goose poop around beach, litter, or etc. and picnic area regularly. Help keep Eichler's Cove clean weed beds as needed.
11. Check on lifeguards, that they are performing appropriate duties.
12. Keep Parks and Recreation updated on all activities. Keep open communication with the office. If there is a complaint or situation, please inform the office as soon as possible.
13. All vehicles entering must have a permit sticker on their vehicle. Resident or non-resident.
  - a. If you meet someone that does not have a permit sticker, please ask to see their driver's license for proof of residency. Non-Resident will need to pay a day fee of \$30.00. Always be polite! Remind them to get a permit sticker at Parks and Recreation office. A non-resident season permit is \$150.00.
14. Do not order water, if you run out, call the office.
15. DO NOT assist with rental or slip information. Have them call the Parks and Recreation Office.
16. All slip holders MUST be in their assigned slip. If there is a problem or suggestion, have them call the Parks and Rec office.
17. Wardens should not change slips/dry storage rack assignments. Have them call the Parks and Recreation Office.
18. Walk docks every shift to ensure all boats are properly tied and are following rules and regulations.
19. Check docks for maintenance issues and ensure they are safe on every shift.
20. Check boats weekly to be sure all boats are in their assigned slip.
  - a. Please sign off on slip with a date and report any problems to Parks and Recreation office as soon as possible.
21. All dry storage patrons have been assigned a space. Should a patron have an issue/change request, please have them call the office to discuss.
22. Respectful language, behavior and interactions with patrons and staff are expected at all times. There is no tolerance for inappropriate behavior, language or interactions. Anything deemed inappropriate can be grounds for termination at the discretion of the Parks and Recreation Director and or Assistant Director of Parks or Recreation.
23. You must fob in and out on the time clock to ensure payment. If this is not done, we cannot remit payment for your time.
24. Groom the beach if you have the 1<sup>st</sup> shift of the day
25. Stock clean porta pottie every shift.
26. Empty trash when full, check at the end of every shift.
27. Brush the ramp every shift.

**Remember, patron safety is most important!**

**PLEASE BE SURE TO READ THE STATEMENT ON THE FOLLOWING PAGE AND SIGN WHERE INDICATED.**

**APPLICANT’S STATEMENT (PLEASE READ CAREFULLY):**

I certify the above information is correct and truthful. I realize, too, that falsification of any information of this application may be grounds for rejection of this application or termination of employment, if the falsification is discovered after employment commenced. I also give consent for you to check with personal references, post-conditional job offer medical records, previous employers and educational institutions concerning my past employment and personal history and to receive reports that may be relevant to my background from other employers and to check criminal and driving records and that a background search may be conducted and that any offer of employment shall be conditioned upon satisfactory results from the same. I release the Town, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history. I further understand that the acceptance of this form does not constitute an employment agreement. Failure to fill out this application completely may result in my disqualification from any further consideration for employment. Proof of citizenship for employment eligibility in accordance with the Immigration Reform and Control Act of 1986 will be required at time of appointment.

**DRUG/ALCOHOL TESTING:** The Town of Newtown reserves the right to conduct pre-employment drug and alcohol testing of all applicants. Applicants may be required to pass a test for drugs of abuse and/or alcohol misuse. Failure to pass such tests will result in the withdrawal of any offer of employment. Supervisors may order an employee to take a drug or alcohol test if there is a reasonable suspicion that the employee is or has been using drugs or alcohol.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I consent for the use of photographs. I understand the Newtown Parks and Recreation Department may videotape or take photographs of participants enrolled in recreation activities/programs. These photos and/or videotapes may be used for promotional purposes.

I will adhere to the terms of this agreement and all rules and regulations of the Newtown Parks and Recreation Department. I understand that if for any reason, my work performance or behavior is in any way deemed unacceptable, I would be subject to verbal/written warnings which could lead up to suspension or termination from my position.

*(This agreement is not a promise of employment)*

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Signature of applicant

Name of Applicant (print)

Date

**PLEASE RETURN COMPLETED APPLICATION TO:  
NEWTOWN PARKS AND RECREATION | 8 SIMPSON STREET | NEWTOWN, CT 06470**  
*(Parks and Recreation cannot be held responsible for loss of mail or postal delays when returning your application.)*