

NEWTOWN PARKS AND RECREATION 2024 WATERFRONT STAFF APPLICATION

Eichler's Cove Beach and Treadwell Pool are open from May 25 – September 2



PLEASE PRINT – FILL OUT COMPLETELY (please print clearly)

NAME: _____

HOME PHONE: _____ CELL PHONE: _____

ADDRESS: _____

Street

City

State

Zip

EMAIL ADDRESS (PRINT CLEARLY): _____

GRADE LEVEL COMPLETED (CIRCLE ONE): 9 10 11 12 College Year _____ Post Collage _____

DATE AVAILABLE TO BEGIN WORK: _____

LAST DATE AVAILABLE TO WORK FOR COLLEGE STUDENTS: _____

*****You must be an American Red Cross Certified Lifeguard***
All current certifications MUST be attached to this application.**

ARE YOU CERTIFIED? _____ Yes _____ No | In process, if so date you will be certified: _____

Please Circle all positions desired below: *(not a guarantee of position)*

ASSISTANT WATERFRONT DIRECTOR

HEAD GUARD

LIFEGUARD certified/in progress

W.S.I. (Water Safety Instructor, must be certified)

W.S.I.A. (Water Safety Instructor Assistant)

SWIM TEAM TORPEDOES COACH

PREVIOUS EXPERIENCE: (Only if you have not previously worked for Newtown Parks and Rec. Please list most recent job first.)

EMPLOYER

CONTACT

POSITION

DATES

SWIM SUIT & SHIRT SIZE – (Lifeguards only) Circle one size:

Women (Tank Suit): 30 32 34 36 38 40 42 Circle One: One-piece Tankini

Men (Boxer Trunks): S M L XL

Women & Men - SHIRT SIZE: S M L XL

2024 LIFEGUARD JOB DESCRIPTION AND EMPLOYMENT AGREEMENT *(This agreement is not a promise of employment)*

GENERAL FUNCTIONS

Reports to Waterfront Director (if not available report to the Assistant Waterfront Director). Under the direction of the Waterfront Director (Assistant Waterfront Director), the lifeguard insures the safety of all patrons at all times. The main objective of the lifeguard is *prevention* of accidents through knowledge of preventive lifeguarding, proper use of equipment and profound realization of responsibility. In the absence of the Waterfront Director, then it is the Assistant Waterfront Director or Senior Guard in charge.

RESPONSIBILITIES

1. You are to prevent injuries and insure the safety of all patrons at all times, minimizing or eliminating hazardous situations.
2. You will respond quickly, and follow the American Red Cross instruction to handle all emergency situations.
3. You are expected to administer first aid to victims of an emergency.
4. You are responsible in enforcing all safety and health rules.
5. You must stay in your designated areas while on duty. Never stand with your back to the pool.
6. You are to be familiar with emergency procedures.
7. You are expected to be professional, alert, courteous and tactful while on duty, and while representing Newtown Parks and Recreation.
8. You will work under the direction of the Waterfront Director (Assistant Waterfront Director/Senior Guard).
9. You will be responsible for filling out an incident report form in case of an accident.
10. You will assist with any tasks, as required by Director, such as maintenance of the waterfront area, locker rooms, etc.
11. Waterfront personnel will be expected to be at work when scheduled. If you cannot fulfill your work obligation, you must find a substitute and notify the Waterfront Director *prior to* the day of your absence.
12. NO unexcused absence or tardiness will be tolerated.
13. You are required to attend all scheduled staff meetings and in-service training sessions.
14. All aquatic staff is expected to wear a suitable uniform while on duty, and appear neat and professional. This is mandatory.
15. You will be expected to be approximately 15 minutes early for your shift, so you are ready to go up in the chair on time.
16. Make sure you are aware of all pool rules and the reason why they are important. If you are not sure why a certain rule is important, ask one of your supervisors.
17. Be consistent when enforcing the rules.
18. You must follow all the pool rules that you enforce. Just because you are a lifeguard does not excuse you from the rules you enforce. You are expected to lead by example.
19. It is required and your responsibility to use the time clock to track hours. You will be paid only for your assigned shift and training hours required.
20. There is NO smoking, alcohol, or drugs at any time. This is grounds for immediate termination.
21. Staff members are not permitted to read books, magazines, or newspapers while working.
22. Friends of staff members are not allowed to visit while working.
23. The use of cell phones or personal electronic devices during work is prohibited. **Please Initial:** _____
24. The taking of any type of photos/videos is prohibited. (This includes cell phone cameras). **Please Initial:** _____
25. Respectful language, behavior and interactions with patrons, staff and campers are expected at all times. Any disrespectful or inappropriate actions, language, behavior or interactions are grounds for immediate termination, at the discretion of the Director of Parks and Recreation and/or Assistant Director of Recreation.
26. Horseplay is prohibited.
27. NO sunbathing allowed.
28. You are expected to read and abide by the vacation policy. **Please Initial:** _____
29. **Always act professionally! You are representing Newtown Parks and Recreation.**

Remember, the safety of the patrons is most important!

Summer Lifeguard Vacation Policy

Summer Season: Memorial Day Weekend - Labor Day

Vacation time is determined by an absence of two (2) or more consecutive days. Vacations may not be taken on consecutive weekends.

ALL vacations will be limited to seven (7) days or less with the following guidelines:

1. All vacations must be scheduled in advance and approved by the Waterfront Director.
2. The Waterfront Director must receive your vacation request form four (4) weeks prior to your vacation.
3. All requests for vacation time must be submitted in writing and approved by the Waterfront Director.
4. Vacations will not be permitted between August 15 and Labor Day.
5. The Waterfront Director will notify you of the approval or denial of your vacation request form.
6. Vacation days before and after the 4th of July (July 3, 4, 5) will be limited.
7. College students are expected to work until one (1) week before leaving for classes.
8. High school students are expected to be available until Labor Day

If you have any questions regarding this policy,
please discuss with us prior to your starting date.

You must submit your vacation requests on Social Schedule!

Failure to adhere to this policy may result in dismissal.

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.

A Final Note: All staff must remember that parents and guardians have entrusted the Newtown Parks and Recreation Department with the care of their children. Therefore, each staff member becomes a "model" or parent substitute for each child. Staff members are expected to be positive "models" through their language, dress, actions and general conduct.

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)

Signature of applicant _____ **Name of Applicant (print)** _____ **Date** _____

Parent Signature: _____ **Date:** _____

EMPLOYEE EMERGENCY CONTACT FORM



Name: _____

Department: _____

Personal Contact Information

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Emergency Contact Information

1. Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ Employer _____

2. Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ Employer _____

Medical Contact Information

Name of Doctor _____ Phone _____

Name of Dentist _____ Phone _____

I have voluntarily provided the above contact information and authorize Newtown Parks and Recreation and its representatives to contact any of the above on my behalf in the event of an emergency.

Employee Signature _____ 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.)