

LIFEGUARD

General Statement of Duties:

Under the direct supervision of the Waterfront Director and general supervision of Recreation and Sports Programmer and Parks and/or Recreation Director. Responsible for guarding swimmers and maintaining a safe swim environment. Assists with swim stroke review/lessons.

Duties and Responsibilities:

- Responsible for safety of public while swimming, and on beach property.
- Provides first aid and water rescue.
- Practice water rescue and safety drills with proper rescue equipment.
- Maintain positive interaction and communication between guards, counselors, director, office staff and public.
- Conducts swim stroke review/ lessons.
- Guards at both waterfront locations.
- Performs regular and daily maintenance tasks but not limited to the following: Check depth of water at raft (should be 9 feet min.) and check depth at Babb's roped designated area, fill in holes, adjust swim lines, pick up trash, raking beach areas, cleaning/sweeping the guard hut, and all other related tasks. Maintain an overall clean and safe area. Assist with pre and post season cleanup.
- Enforces that staff only is allowed in the Guard Hut, on the Guard Chair or using equipment.

Required Knowledge, Skills, and Abilities:

- Must have current Lifeguard certification (WSI optional), Waterfront Certification, First Aid and CPR certifications. Organizational skills, teaching and guarding experience. Ability to work with children.

Physical and Mental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is required to walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and carry up to 20 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to read and interpret moderately complex documents and to write standard reports. This position requires the ability to apply common sense and understanding in dealing with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is usually conducted in outdoor working conditions. The employee occasionally is exposed to wet and/or humid conditions. The noise level in the field is moderately loud.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**Town of Suffield
Application for Employment
83 Mountain Road, Suffield, CT
06078**

The Town of Suffield will consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or expression, or any other legally protected status.

(PLEASE PRINT LEGIBLY) The application must be completed to be considered. Please complete each section even if you have a resume

Date _____ Position you are applying for _____

Referral Source: Advertisement Friend Relative Walk In Job Agency Other

Name _____
FIRST MIDDLE LAST (PREVIOUS NAMES)

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone _____ Cell _____ Email address _____

DL# _____ State _____

- If under 18 years old, can you provide proof of eligibility to work? No Yes
- Have you filed an application with the Town of Suffield before? No Yes Date: _____
- Have you ever been employed by the Town of Suffield before? No Yes Date: _____
- Are you related to anyone currently employed by the Town of Suffield? No Yes Date: _____
- Are you currently employed? No Yes
- May we contact your present employer? No Yes
- Are you prevented from lawfully being employed in this country due to Visa or Immigration Status? No Yes
- (Proof of citizenship or immigration status will be required of all new employees upon employment)

On what date would you be available for work? _____

Are you interested in working: Full Time Part Time Shift Work Temporary Seasonal

Are you on a lay-off and subject to recall? No Yes

Are you willing to travel if a job requires it? No Yes

The Town of Suffield is an Equal Opportunity Employer

EDUCATION & TRAINING

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School	_____	_____	_____	_____
Comm. College	_____	_____	_____	_____
Undergraduate	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

Please list/describe any specialized training, apprenticeship, certifications, skills, special job-related skills and qualifications:

List professional, trade, business or civic activities and offices held: *(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)*

Describe any job-related training received during military service:

Additional Information

Specialized Skills [Check skills you possess and list equipment you can operate]

Computer / (Type)	Machinery & Equipment / (Type)
<input type="checkbox"/> Microsoft Office / _____	<input type="checkbox"/> Backhoe / _____
<input type="checkbox"/> Spreadsheets / _____	<input type="checkbox"/> Road Grader / _____
<input type="checkbox"/> Database / _____	<input type="checkbox"/> Welder / _____
Other	<input type="checkbox"/> EMT / _____
<input type="checkbox"/> Typing	<input type="checkbox"/> Power Tools / _____
<input type="checkbox"/> Calculator	<input type="checkbox"/> Other / _____
<input type="checkbox"/> Fax Machine	<input type="checkbox"/> Other / _____
	<input type="checkbox"/> Other / _____

Are you fluent or conversant in any languages other than English? Yes No . If yes what languages.

Please state any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THE FOLLOWING QUESTION UNTIL YOU HAVE READ A COPY OF THE JOB DESCRIPTION/POSTING EXPLAINING THE ESSENTIAL DUTIES OF THE POSITION FOR WHICH YOU ARE APPLYING.

Is there anything that would prevent you from performing the essential functions of the position for which you have applied? Yes No

Employment History

Start with your present or last job and go back ten years. Include military service assignments and volunteer positions. Do not leave any positions out. Use extra sheets if necessary.

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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