TOWN OF COVENTRY

DEPARTMENT OF
PARKS & RECREATION

2020 Aquatics Job Application

Application Deadline: 4/2/2020
Dear Applicant,

Thank you for your interest in working as a lifeguard for the Town of Coventry Parks and Recreation Department. The enclosed application packet consists of a job description, the Town of Coventry Job application, a lifeguard information sheet, and the lifeguard employment reference form. Please also include copies of any current Red Cross certifications.

In the Town of Coventry job application please include no fewer than 2 and no more than 3 references (when selecting references, we suggest that you consider teachers, coaches and prior employers rather than family members and friends). Please have each of those references fill out a Lifeguard Employment Reference Form and return those along with the rest of the application packet to the above address. Please return completed applications by April 2, 2020. Incomplete applications may be delayed in processing.

Once all applications have been reviewed, qualified applicants will be contacted to schedule interviews. We look forward to hearing from you!

Sincerely,

Wendy Rubin, CPRP
Director
Lakota Potter
Assistant Aquatics Director
Work involves the prevention of injury or loss of life at aquatics facilities for swimming and bathing by performing water rescue and prevention techniques, first aid, and CPR. Duties also include a variety of maintenance tasks. Work is reviewed through employee observation, facility inspection, and written and oral reports and conferences.

**Illustrative Tasks:** Maintains staff and patron safety, order, and discipline at the assigned aquatics facility/facilities. Performs emergency water-rescue techniques to assist persons in distress, applies CPR, and administers first aid when necessary. Assists in the implementation of aquatics programs and special events. Explains and interprets operational and programmatic rules and regulations to park patrons; enforces or refers enforcement to proper authorities. Ensures general safety, cleanliness, and appearance of assigned aquatics amenities including restrooms, when able to do so without distraction from primary lifeguarding responsibilities. Performs related work as required.

**Certifications:**
- Current certification in the following:
  - Lifeguarding:
    - American Red Cross Lifeguarding
    - American Red Cross Waterfront Lifeguarding and First Aid for non-surf open-water positions
  - American Red Cross First Aid and CPR/AED for Lifeguards
- Pre-employment testing of lifeguarding knowledge and skills

**Required Experience and Training:** Completion of two (2) years of high school or equivalent or in process of completion of the 10th grade. Employment continuation in this class is contingent upon completion of the 10th grade within four (4) months of employment; minimum age 16 years; some previous experience as a lifeguard; or equivalent combination of relevant training and experience.

**Knowledge, Abilities and Skills:** Knowledge of approved water-rescue and accident-prevention techniques, emergency procedures, simulation drills, water-safety policies, first aid, and CPR. Knowledge of water-safety practices and procedures. Some knowledge of operational safety and maintenance requirements for aquatics facilities and amenities.

- Ability to react efficiently and effectively in emergency rescue situations.
- Ability to perform assigned tasks requiring physical strength and agility.
- Ability to react efficiently and tactfully with the public and to be capable of enforcing regulations firmly and impartially.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the town of Coventry’s Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, and members of diverse cultural and
linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

Skills in open-water swimming, water rescue, accident prevention techniques, water-safety procedures, first aid, and CPR.

**Responsible to:**
- Aquatics Director

**Physical Demands and 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.

- Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time. Able to perform gross body coordination. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus. Able to see objects far away as in driving and closely as in reading a report.

- Able to hear normal sounds with some interruption; needs to attend to task/function for more than 60 minutes at a time. The noise level in the work environment can be moderately loud when in the field.

- Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.

- Sufficient stamina and strength to be exposed to the discomforts of working outdoors in the summer. Must be able to work around trees and foliage and be able to withstand dust.

- While performing the duties of this job, the employee works in outside weather conditions. The employee is exposed to wet and/or humid conditions, high heat, and severe weather.

*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.*
Effective Date: January 2020
Name:  
(Please print your full name)

CONTACT INFORMATION: Please PRINT clearly.

CURRENT ADDRESS: Please enter your current address.
Street Address: ___________________________  E-Mail: ___________________________
City/Town: ___________________________  State: _______  Zip Code: _______
Telephone: (______) ___________________________  Effective Date: _______

PERMANENT ADDRESS: (If different from above)
Street Address: ___________________________  E-Mail: ___________________________
City/Town: ___________________________  State: _______  Zip Code: _______
Telephone: (______) ___________________________  Effective Date: _______

CERTIFICATION: Attach photocopies of both sides of each certification to this form.  *Remember to bring originals to the office to be verified by staff.

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<tr>
<th>Certification</th>
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<td>Yes / No</td>
<td>First Aid</td>
<td>Yes / No</td>
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<td>Waterfront LG</td>
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<td>Yes / No</td>
<td>CPR</td>
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<td>Yes / No</td>
<td>Other:</td>
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T-Shirt Size: (Please Circle)  S  M  L  XL  XXL

Schedule Preference (please circle one):

Set Schedule  Varied Schedule  Either

*Please submit requests for time off IN WRITING by June 1st, 2018

**NEW STAFF ONLY**

EXPERIENCE: Please describe any experiences you have had as a lifeguard.

I have worked as a lifeguard at a:  POOL  INLAND BEACH  OCEAN BEACH  WATERPARK

For how many years? _________________  Have you worked for Coventry P&R before?  Yes / No

The Parks and Recreation Department does not guarantee a set amount of hours for any seasonal staff. Scheduled hours are subject to change due to inclement weather.

Revised January 2020
Lifeguard Employment Reference Form

Applicant Section:
Please complete this section, then deliver or mail this form and self-addressed envelope to your reference provider. Ask him/her to return this completed form to you sealed in the envelope you provided, with his/her signature across the seal. Do not open or break the seal. Submit the sealed reference letter in the same packet with all of your application materials.

Applicant Name: ________________________________ DOB: ____________
Email Address: ________________________________ Phone: ____________________
Position you are applying for: ____________________________________________

__________________________________________________________
Applicant Signature Date

Reference Writer Section:
We appreciate your judicious evaluation of this applicant. Parks & Recreation requires that its applicants for summer positions submit all application materials in one self-managed packet, so please return this completed evaluation to the applicant directly, in a sealed envelope. Please affix your signature to the sealed flap of the envelope.

Name: ________________________________ Phone: _______________________
Position/Title: ________________________ Organization: ________________________
Email Address: ________________________________
Mailing Address: ____________________________________________
How long have you known the applicant: ________________________________
In What Capacity? ____________________________________________

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Please rate the applicant on the qualities listed below:

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**Statement about the Applicant**

Please use the space provided to add anything you would like to help clarify the items above, or assist us in evaluating the applicant's experience and qualifications. Please attach separate sheets or use the space below to make important comments concerning this applicant, if needed.

I -- Strongly recommend  Recommend  Recommend with reservations

Do not recommend -- this applicant for a position with the Coventry Parks & Recreation Department.

I -- Would  Would not -- Be willing to respond to additional questions by Telephone or email.

Signature ________________________________________  Date____________

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