

North Greenbush Waterfront

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Position Applying For (X that which applies)

_____ Waterfront Director

_____ Lifeguard

_____ Head Waterfront Lifeguard

_____ Progressive Swim Instructor

Name: _____ Home Phone Number: _____

Address: _____ Cell Phone # _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Age: _____ E-mail: _____

Tee Shirt Size: _____

EDUCATION

Highest Level Completed: _____ Area of Study: _____

School Attended: _____ Degree Received: _____

PRIOR EXPERIENCE

Please list all prior work experience, beginning with the most recent (attach additional paper if necessary).

Employer: _____ Duties: _____

Employers Address: _____

Employers Phone Number: _____ Immediate Supervisor: _____

Dates Employed: _____

Employer: _____ Duties: _____

Employers Address: _____

Employers Phone Number: _____ Immediate Supervisor: _____

Dates Employed: _____

Please list current certifications held, including expiration date (i.e. CPR, First Aid, Lifeguard Training, PSI, etc.)

- 1. Certification _____ Expiration Date _____
- 2. Certification _____ Expiration Date _____
- 3. Certification _____ Expiration Date _____
- 4. Certification _____ Expiration Date _____

REFERENCES

List three (3) references below. Please include **COMPLETE** address and phone number.

- 1. _____
- 2. _____
- 3. _____

Please describe any additional past work experience you have that might be relevant to the position for which you are applying.

Please list years employed and positions held. Specify Town of North Greenbush or other agency.

I affirm that the statements made on this application (including any attached papers) are true.

Signature: _____ Date: _____

Please include a copy of your Birth Certificate AND applicants under the age of 16 must include ORIGINAL working papers

HEAD WATERFRONT LIFEGUARD

- Qualifications:
- Must be at least 19 years of age
 - Must have prior supervisory experience
 - Must hold a current American Red Cross Progressive Swim Instructor Certificate, Waterfront Lifeguard Training as well as Basic Life Support for the Professional rescuer

Responsible to: Waterfront Director

General Responsibilities: To assist in the planning, directing and supervision of the Waterfront

- Specific Responsibilities:
- Assist in the planning and scheduling as well as supervising the public beach
 - Supervise waterfront lifeguards
 - Assist in scheduling waterfront lifeguards
 - Assist in mid-term and final evaluations of the waterfront staff
 - Assist in preparing end of program report
 - Attend summer staff meetings as needed
 - Maintain order and discipline public beaches at all times
 - Assist with the verification of time sheets
 - Act as lifeguard or progressive swim instructor when needed
 - Report all relevant information regarding the beach, patrons and Waterfront staff to the Waterfront Director in a timely fashion
 - Ensure that proper equipment is at the waterfront including Whistles, rescue tubes, spine board, boat, garbage cans, etc.

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature

Date

WATERFRONT LIFEGUARD

Qualifications:

- Must be at least 16 years of age
- Must hold current American Red Cross Waterfront Lifeguard certificate, Lifeguard Training certificate and Basic Life Support for the Professional Rescuer

Responsible To:

Waterfront Director and Assistant Waterfront Director

General Responsibilities:
the

To ensure the safety of the patrons of the Town beach as well as campers during the camp swim program

Specific Responsibilities:

- To guard assigned beach area
- Respond to waterfront emergencies
- Enforce rules and regulations
- Provide a safe environment for the patrons of the beach
- Participate in any training or orientation sessions
- Assist in preparing written reports of accidents and incidents
- Remove debris and loose rocks from the beach prior to opening each day
- Daily inspections of float lines, floats, raft and raft ladder
- Daily inspection of lifesaving equipment
- Attend staff meetings as scheduled
- Any additional related duties asked by the Waterfront and Assistant Waterfront Director

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature

Date

PROGRESSIVE SWIM INSTRUCTOR

Qualifications:

- Must be at least 17 years of age
- Must hold current American Red Cross Progressive Swim Instructor certificate as well as Basic Life Support for the Professional Rescuer

Responsible To: Waterfront Director and Assistant Waterfront Director

General Responsibilities: Implementation of the camp swim program

Specific Responsibilities:

- Assess swimming ability of each camper
- Plan and execute swim instruction of assigned campers
- Maintain order and discipline at all times
- Assist in the supervision of the campers in the swim area
- Participate in any training or orientation sessions
- Attend staff meetings as scheduled
- Daily inspection of lifesaving and teaching equipment
- Complete necessary American Red Cross paper work for swim Certificates
- Supervision of the campers in the water during free swim time
- To work as a lifeguard during free swim times
- Assume additional related duties as requested by the Camp Director or Waterfront Director

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature

Date

WATERFRONT DIRECTOR

- Qualifications:
- Must be at least 21 years of age
 - Must have 3 years experience as a swim instructor and supervisory experience
 - Must have experience in youth programs
 - Must hold current Progressive Swim Instructor certificate, Waterfront Lifeguard Training and Basic Life Support for the Professional Rescuer

Responsible to: Youth Director

General Responsibilities: To plan, direct and supervise the day camp waterfront program and activities as well as supervise the public beach and staff.

- Specific Responsibilities:
- Plan and schedule swim instruction program
 - Supervise lifeguards and progressive swim instructors
 - Schedule lifeguards for adequate supervision
 - Assist with program supply inventory
 - Conduct mid term and final evaluation of waterfront personnel
 - Prepare end of program report
 - Schedule and attend summer camp staff meetings
 - Maintain daily log of activities and/or problems
 - Verify waterfront time-sheets
 - Maintain order and discipline at all times
 - Act as liaison with the American Red Cross
 - Execute buddy checks in appropriate time intervals
 - Act as lifeguard or progressive swim instructor when needed
 - Report all relevant information regarding the beach, patrons and waterfront staff to the Youth or Camp Director in a timely manner
 - Check to make sure that proper ratios of lifeguards to campers as well as counselors to campers are met at the waterfront depending on the ages of the campers
 - Ensure that the proper equipment is at the waterfront, including whistles, rescue tubes, spine board and boat

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature

Date

SUMMER CAMP DIRECTOR

Qualifications:

- Must be at least 21 years of age and hold a Bachelor's degree
- Must have previous administrative or supervisory experience (at least 24 weeks) in camping or an equivalent experience acceptable to the State Commissioner of Health
- Must hold current Responding to Emergencies First Aid certification and basic Life Support for the Professional Rescuer

Responsible To:

Community & Social Services Director

General Responsibilities: To plan, direct and supervise the camp program as a whole.

Specific Responsibilities:

- Oversee and supervise all summer camp staff
- Maintain daily attendance records
- Assist with program supply inventory
- Conduct mid-term and final evaluations
- Prepare end of camp reports
- Schedule and attend staff meetings
- Verify staff time sheets
- Maintain order and discipline at all times
- Take charge of emergency situations, except those that are water or beach related and would fall under the responsibility of the Waterfront Director
- Fire Safety Coordinator
- Post weekly activities and clean up schedule
- Insure positive parent contact and communication
- Report all relevant information regarding children, parents and camp activities to the Community & Social Services Director

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature

Date

ASSISTANT CAMP DIRECTOR

- Qualifications:
- Must be at least 21 years of age
 - Must have previous experience working with children
 - Must have previous supervisory experience
 - Must hold current Responding to Emergencies First Aid certification and Basic Life Support for the Professional Rescuer

Responsible To: Camp Director

General Responsibilities: To assist in the planning, directing and supervision of the Camp program

Specific Responsibilities:

- Assist the Camp Director in planning and implementing the Camp program
- Assist the Camp Director in the supervision of Camp staff
- Act as camp Health Director
- Participate in scheduled staff meetings and training sessions
- Help maintain the health, safety and cleanliness of camp
- Report all relevant information regarding children and parents to the Camp Director
- Maintain order and discipline - especially during emergency situations
- Assist in mid-term and final evaluations
- Supervise and interact with campers and staff during camp hours
- Assume additional related duties as requested by the Camp Director
- Function as the acting Camp Director in the absence of the Camp Director

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature

Date