



# NOW HIRING

## AQUATICS STAFF!

Where you want to **BEE** in **2023**

New Britain **PARKS, RECREATION** and Community Services Department

### Why work with aquatics?

- Flexible schedule
- Build leadership skills
- Competitive pay
- Build your resume
- Meet new friends
- Work outdoors

New Britain  
**PARKS, RECREATION**  
and Community Services Department

See back for more info  
on how to apply!

Photo credit: Tyler Ounthongdy

# JOIN OUR TEAM, APPLY TODAY!

[www.nbparksnrec.org](http://www.nbparksnrec.org)  
860-826-3360

POOLS OPEN FROM: Saturday, June 17th - Saturday, August 12th  
APPLY EARLY. Interviews begin in March!

## Positions Available:

### Assistant Aquatics Director

Responsible in assisting the Aquatics Director in scheduling, coordinating and maintaining safe daily aquatic operations throughout the summer. The Assistant Aquatics Director will train, organize and support staff in the aquatics division.

### Pool Manager & Senior Guard

Responsible for the supervision of daily pool operations and activities, staff, swim lessons, and facility maintenance. A Pool Manager/Senior Guard ensures the safety of all patrons, performs lifeguard duties, keeps accurate records and maintains training standards.

### Lifeguard

Responsible for the general supervision and safety of patrons by preventing and responding to pool emergencies and enforcing pool rules. A lifeguard assists in maintaining the aquatics facility by cleaning and ensuring equipment is working properly.

### Water Safety Instructor (WSI)

Responsible for functioning as a lifeguard and swim lesson instructor. The position is responsible for instructing patrons in the proper methods of swimming and safety skills.

### Pool Attendant

Responsible for welcoming guests and ensuring their safety. A Pool Attendant will record daily attendance, manage daily check-in, enforce pool rules, clean, and maintain facilities.

### Want to become a lifeguard?

All potential Lifeguard candidates must take the American Red Cross Lifeguard Certification course and receive their certification to become a lifeguard.

### Where can you take a Lifeguard Course?

Lifeguard courses are available through the New Britain Parks, Recreation, and Community Services Department! Upcoming courses are listed online at [www.NBParksNRec.org](http://www.NBParksNRec.org). If you are unable to take the course with this department, courses are also available via the American Red Cross website, [www.redcross.org](http://www.redcross.org)

### What should I expect from the course?

Lifeguards are expected to be strong swimmers and are tested frequently on a variety of swimming and saving techniques. It is strongly recommended to practice treading water, brick retrieval, and endurance swimming prior to participating in the class. Successful participants will learn water saving techniques and receive their American Red Cross lifeguard certification.

#### **Requirements:**

- Must be 15 years of age or older
- Must be able to swim 300 yards in under 20 minutes
- Must be able to tread water for 2 minutes
- Must be able to retrieve a 10 pound weight from the bottom of the pool

## EASY APPLICATION PROCESS!

## How to apply:

**Step 1** - Complete application and supplemental questions in blue or black ink.

**Step 2** - Submit completed application, aquatics test, supplemental questions and one letter of recommendation to the recreation office.\* (Current employees do not need to include a letter of recommendation.)

**Step 3** - Receive a receipt of acknowledgement

**Step 4** - Wait for an email or call from the recreation office (be sure to provide a valid phone number and/or non-school issued email address).

**Please note:** Only completed applications will be reviewed. Successful applications will be contacted to schedule an interview.

\*Recreation office is located in City Hall, 27 West Main Street, Room 302 and hours of operation are Monday-Friday, 8:15am - 3:45pm

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860-826-3360

City of New Britain  
Affirmative Action/Equal Employment Opportunity/Equal Access Employer  
**APPLICATION FOR EMPLOYMENT**  
27 West Main Street, New Britain, CT 06051  
(860) 826-3404  
www.newbritainct.gov



(Print information in ink, or type)

Office Use Only

1. Job Applying For		<div style="display: flex; justify-content: space-between;"> <span>Q _____ V</span> </div> <div style="display: flex; justify-content: space-between;"> <span>NQ _____ DV</span> </div>	
(use title on job announcement) (exam no.)			
2. Your Name		<div style="display: flex; justify-content: space-between;"> <span>Edu _____</span> <span>Rev. by: _____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Exp. _____</span> </div>	
(print) Last Name First Middle			
3. Address		<div style="display: flex; justify-content: space-between;"> <span>Other _____</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Score _____</span> <span>Rank _____</span> </div>	
(Number and Street, Road or Post Office Box)			
City State Zip Code			
4. Email Address			
5. Are you over age 18?		6. Have you ever served in the U.S. Armed Forces during periods of conflict?	
Yes No		Yes No	
7. Telephone Number ( ) -			

8. Education

A. Did you graduate from high school?

Yes	No	Name of School	If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Name of School	Location

C. List any colleges, business schools, or technical school you attended:

Name of School	Location	Course or Major	Degree

D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.

9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer?

☐ Yes

☐ No

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. Have you ever been employed by the City of New Britain? ☐ Yes ☐ No

If yes, please list department, position and dates employed:

13. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

Rev. 1/2023



## 2023 Summer Aquatics Test (NEW CANDIDATES)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** The questions below are multiple choice, there is only one correct answer for each question. Please write your answer on the line located left of the question.

**1. What time should you arrive to work?**

\_\_\_\_\_

- a) Scheduled work time.
- b) Within five minutes after the scheduled report time.
- c) Fifteen minutes early.
- d) Whenever you get there.

**2. You witness a co-worker stealing City property (air pump, speaker, table, etc), what do you do?**

\_\_\_\_\_

- a) Report what you saw to your immediate supervisor.
- b) Tell your co-worker that you saw him/her.
- c) Tell the co-worker who took the item(s) to put them back.
- d) Mind your business and do not say anything.

**3. The Parks and Recreation Department should be involved in your social media site (such as Facebook/Twitter) in the following manner:**

\_\_\_\_\_

- a) Photos with you in your staff t-shirt while drinking alcohol.
- b) Photos of the kids involved in the events that you are working with.
- c) Status updates throughout the day, play-by-play of your day at work.
- d) None of the above.

**4. The most important job of a lifeguard is:**

\_\_\_\_\_

- a) To put on suntan lotion.
- b) To make sure everyone using the pool is having a good time.
- c) To enforce the rules and ensure the safety of all patrons using the pool and the facilities.
- d) To call EMS if an emergency occurs.

**5. Lifeguards are hired to perform emergency procedures and care for patrons until:**

\_\_\_\_\_

- a) EMS personnel are called.
- b) EMS personnel arrive and take over.
- c) A parent or legal guardian take over and bring the patron/child to the hospital.
- d) The victim's condition worsens.

**6. During your shift, you rotate lifeguard stations with other lifeguards to:**

\_\_\_\_\_

- a) Practice getting up and down in the chair.
- b) Remain alert
- c) Avoid being bored.
- d) Avoid getting sunburn.

**7. You should immediately summon EMS personnel for:**

\_\_\_\_\_

- a) A 22 year old who has a fever and vomited twice during the previous night.
- b) A 50 year old experiencing knee pain after an afternoon swim.
- c) A 60 year old complaining of nausea, profuse sweating and shortness of breath for an hour
- d) An 8 year old who was hit in the leg by a baseball and now has a large bruise.

**8. Four children run into each other on the pool deck. Child A falls back, hits her head on the deck and is unconscious. Child B falls to her knees and complains that her knee hurts. Child C remains standing, but his lip is bleeding slightly. Child D does not appear to be injured. Which child should you care for first?**

\_\_\_\_\_

- a) Child A
- b) Child B
- c) Child C
- d) Child D



# CITY OF NEW BRITAIN

DEPARTMENT OF PARKS, RECREATION,  
AND COMMUNITY SERVICES

EST. 1871

WWW.NEWBRITAINCT.GOV

## 2023 Summer Aquatics Supplemental Questions (NEW CANDIDATES)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Current Department Employee: Yes ☐ No

**Instructions:** Complete the supplemental application questions below in blue or black ink. A completed application packet includes: 1. City of New Britain Application for Employment, 2. supplemental application questions, 3. written exam, and 4. a letter of recommendation. Completed application packets can be submitted to the recreation office at City Hall, 27 West Main Street, room 302; application packets that are received before Friday, April 28<sup>TH</sup> will be considered for first round interviews. Applications received after May 1<sup>st</sup> will be reviewed on an “as needed” basis until positions fill.

### 1. What are the roles of a Lifeguard?

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### 2. What do you hope to gain from working as a lifeguard?

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### 3. What does the word “coachable” mean to you?

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### 4. Our pools are open mornings, afternoons, evenings, weekends & holidays throughout June 17-August 12, can you commit to a flexible work schedule?

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5. Have you completed lifeguard training?

YES

NO

6. Do you consider yourself a strong swimmer?

YES

NO

7. Are you certified in Water Safety Instruction?

YES

NO

8. Are you available to work June 1-August 25, 2023?

YES

NO

9. How did you find out about the department’s summer jobs? \_\_\_\_\_