

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



KNOW MORE  #2024
GROW MORE 
BECOME MORE  2024



NOW HIRING AQUATICS STAFF

WHY WORK IN AQUATICS?

- Build your resume
- Leadership Skills
- Supportive work environment
- Competitive Pay
- Flexible Schedule
- Discover your passion
- Spend your summer outdoors
- Meet new friends

See back for more info on how to apply!

JOIN OUR TEAM, APPLY TODAY!

www.nbparksnrec.org
860-826-3360



Important Dates: Pools open June 15-August 10

Staff Training: All hired staff will be required to attend staff training prior to aquatics facilities opening.

Facilities

A.W. Stanley Park Pool

A.W. Stanley Park Pool was rebuilt in 2019 and features a zero-depth entry, 3ft-5ft lap lane, and 12ft diving well complete with two diving boards and rock climbing wall.

Willow Brook Park Pool

Willow Brook Pool features a zero-depth entry, 3ft-5ft lap lane, splash fountain, and a water-slide.

Stanley Quarter Pond Boathouse

New to this year, residents of New Britain will be able to enjoy renting out paddle boats on Stanley Quarter Pond! Rentals will take place at the Boathouse and will be monitored by Aquatics Staff. Thank you to the New Britain-Berlin Rotary Club for sponsoring the program!

Aquatics Positions

Aquatics Director

Responsible for scheduling, coordinating, and maintaining safe daily aquatics operations throughout the summer. The aquatics director will train, organize, and support staff in the aquatics division.

Assistant Aquatics Director

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

Aquatics Supervisor

Responsible for the supervision of daily pool operations and activities, staff, swim lessons, and facility

Water Safety Instructor

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

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.

EASY APPLICATION PROCESS!

How to apply:

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

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

Step 3- Receive a receipt of acknowledgement.

Step 4- Qualified applicants will be contacted to schedule an interview. Be sure to provide a valid phone number and/or email address.

Please Note: Only completed applications will be reviewed.

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

The application process is open from February to April. Applications will be reviewed as they are received. Get your application in early!

JOIN OUR TEAM, APPLY TODAY!

www.nbparksnrec.org
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	
(use title on job announcement) (exam no.)	Q _____ V NQ _____ DV
2. Your Name	
(print) Last Name First Middle	Edu _____ Exp. _____ Rev. by: _____
3. Address	
(Number and Street, Road or Post Office Box)	
City State Zip Code	Other _____ Score _____ Rank _____
4. Email Address	
5. Are you over age 18? Yes <input type="checkbox"/> No <input type="checkbox"/>	6. Have you ever served in the U.S. Armed Forces during periods of conflict? Yes <input type="checkbox"/> No <input type="checkbox"/>
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

CANDIDATE INFORMATION

First and Last Name: _____ Date: _____

LIFEGUARD TEST

Directions: The questions below are in multiple-choice format; there is only one correct answer for each question. Write your answer on the line to the right of the question and answer selections.

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. Which of the following items do not belong in an aquatics facility?

- a. Towels, sunglasses, flip flops
- b. Weapons, alcohol, drug paraphernalia
- c. Chips, gatorade, glass bottles
- d. Both B and C
- e. None of the above

3. When a patron asks you a question that you do not know the answer to, how should you respond to them?

- a. "I have no idea."
- b. "That is a great question. Let me get my manager who can provide you with the correct information."
- c. "I'm just a lifeguard."
- d. Stare at them blankly and act like you did not hear them.

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. One long whistle blow in the swimming pool area is used to indicate:

- a. A lifeguard is going on break.
- b. A lifeguard is telling someone to stop running.
- c. A lifeguard is going to save someone.
- d. Everyone should clear the pool.

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

9. Which of the following is NOT a duty of a lifeguard?

- a. Cleaning the pool area. _____
- b. Perform rescue operations.
- c. Provide first aid to minor injuries.
- d. Talk with other lifeguards while in the chair.

10. What is the red tube called that a lifeguard uses for?

- a. Floatation tube. _____
- b. Nylon tube.
- c. Rescue tube.
- d. Lifeguard tube.

SUMMER CAMP EMPLOYMENT APPLICATION PROCESS

This lifeguard test is one of 4 items that makes up a completed application packet for lifeguard employment. A completed application packet includes: 1. City of New Britain Application for Employment, 2. supplemental application questions, 3. Lifeguard test, 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 26th will be considered for first round interviews. Applications received after Monday, April 29th will be reviewed on an “as needed” basis until positions fill. Candidates with strong and completed applications will be contacted to schedule an interview.



CITY OF NEW BRITAIN

Department of Parks, Recreation,
and Community Services

est. 1871

www.newbritainct.gov

2024 Lifeguard Supplemental Questions (*New Candidates*)

Name: _____ Date: _____

Directions: New summer applicants must complete all portions of the packet: supplemental questions, summer aquatics test, and all pages of the City of New Britain application. Once complete, submit the application packet and letter of recommendation to the parks and recreation office (27 West Main Street, Room 302, New Britain, CT 06051) by Friday, April 26, 2024. Any applications received after April 26th will be reviewed on an “as needed” basis. Successful applicants will be contacted to schedule an interview. Please answer the following questions to the best of your ability:

1. What are the roles of a Lifeguard?

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

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

4. Our pools are open mornings, afternoons, evenings, weekends & holidays throughout June 15-August 10, can you commit to a flexible work schedule? (If not, please explain below)

5. The paddleboat program is scheduled to run starting Memorial Day (May 27, 2024) to Labor Day (September 2, 2024), are you available to work throughout these dates? (If not, please explain below)

- | | | |
|---|-----|----|
| 6. Have you completed lifeguard training? | YES | NO |
| 7. Do you consider yourself a strong swimmer? | YES | NO |
| 8. Are you certified in Water Safety Instruction? | YES | NO |

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