



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

## JOB POSTING

**POSTING DATE:** February 1, 2024

**APPLICATION DEADLINE:** Until position filled

<b>POSITION:</b> Pool - Lifeguard	<b>POSITION TYPE:</b> Seasonal
<b>DEPARTMENT:</b> Parks & Recreation	<b>POSITION REPORTS TO:</b> Lifeguard Supervisors & Pool Managers
<b>HOURS:</b> 24-40 hours/week	<b>SALARY:</b> \$16.00/hr. base; Up to \$17.50/hr. through incentives
<b>SCHEDULE:</b> Minimum of three, eight-hour shifts per week, most shifts are 10:45am – 7:15pm including a 30-minute break	

### **PRINCIPAL DUTIES:**

Responsible for the life, safety, welfare and enjoyment of Pleasant Valley Pool patrons.

### **JOB REQUIREMENTS:**

Ability to recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP), utilizing lifeguard surveillance and rescue techniques which may include quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights. Ability to remain alert to dangerous situations while sitting, standing or walking for various lengths of time. Capable of following an assigned rotation, actively always guarding your zone; refraining from socializing while guarding. Ability to maintain rescue equipment in preparation for immediate response and keep the pool deck clean and free from hazards. Must be able to administer basic first aid in non-emergency situations and complete accident reports. Ability to communicate and enforce all policies and rules in a personable and professional manner. Must be able to utilize proper radio protocol and response in a timely manner. Required to assist with general facility opening and closing procedures, including emptying waste receptacles and maintaining clean workspaces. Ability to maintain effective working relationships with supervisors, co-workers, patrons and the public. Ability to work in an outside weather environment with exposure to heat, cold, wet or humid conditions.

### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

**Certifications:** Must hold current Lifeguard and CPR/First Aid certification recognized by the NJ Dept. of Health.

#### **Special Requirements:**

- Must be at least 15 years of age on/before May 1<sup>st</sup>.
- Must attend a pre-season orientation, including Blood Borne Pathogen training, date TBD.
- Must attend at least one pre-season workday, scheduled on weekends in May, exact dates TBD.
- Must attend regularly scheduled in-service trainings throughout the season.
- Must be available to work weekends and holidays.
- Will be required to pass a sex-offender background check if over the age of 18.

**\*\*\*NOTE: Please read the attached application process and full job description prior to applying for this position. Please use the application attached to this posting.\*\*\***

**CONTACT:** Please submit all applications to:

**Bernards Township Parks & Recreation**

**Att: Sean O'Grady**

**1 Collyer Lane**

**Basking Ridge, NJ 07920**

**Fax: 908-766-1941**

**sograd@bernards.org**

### **Bernards Township is an Equal Opportunity Employer**

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510 • www.bernards.org



## JOB DESCRIPTION

<b>JOB TITLE:</b> Pool - Lifeguard	<b>DATE:</b> February 1, 2024
<b>DEPARTMENT:</b> Parks & Recreation	<b>REPORTS TO:</b> Lifeguard Supervisors & Pool Managers
<b>POSITION TYPE:</b> Seasonal	<b>HOURS/WEEK:</b> 24-40/hours per week
<b>SALARY:</b> \$16.00/hr. base; Up to \$17.50/hr. through incentives	<b>SCHEDULE:</b> Minimum of three, eight-hour shifts per week, most shifts are 10:45am – 7:15pm including a 30-minute break.

**SUMMARY:** Briefly describe what the position was created to accomplish.

Responsible for the life, safety, welfare and enjoyment of Pleasant Valley Pool patrons.

**WORKING CONDITIONS:** The environment in which the job is performed.

Work is performed at Pleasant Valley Pool in an outside weather environment with exposure to heat, cold, wet, and humid conditions.

**ESSENTIAL FUNCTIONS:** Tasks, duties, and responsibilities of the position.

- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP).
- Following an assigned rotation, actively guard your zone at all times; refraining from socializing while guarding.
- Maintain rescue equipment in preparation for immediate response.
- Keep the pool deck clean and free from hazards.
- Administer basic first aid in non-emergency situations and complete accident reports.
- Communicate and enforce all policies and rules in a personable and professional manner.
- Utilize proper radio protocol and response in a timely manner, including radio communication to the front desk, supervisors and managers.
- Maintain clean workspaces including the guard deck, restrooms, locker rooms and breakroom.
- Assist with general facility opening and closing procedures, including emptying waste receptacles.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Minimum competencies required for job performance.

- Ability to recognize and respond to emergencies through knowledge and application of lifeguard surveillance and rescue techniques which may include quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time.
- Ability to enforce pool policies while providing a high level of customer service.
- Ability to maintain effective working relationships with supervisors, co-workers, patrons and the public.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.

**EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:** Minimum required to perform the job.

**Certifications:** Must hold current Lifeguard and CPR/First Aid certification recognized by the NJ Dept. of Health.

**Special Requirements:**

- Must be at least 15 years of age on/before May 1<sup>st</sup>.
- Must attend a pre-season orientation, including Blood Borne Pathogen training, date TBD.
- Must attend at least one pre-season workday, scheduled on weekends in May, exact dates TBD.
- Must attend regularly scheduled in-service trainings throughout the season.
- Must be available to work weekends and holidays.
- Will be required to pass a sex-offender background check if over the age of 18.



2024

\*New Candidate\*  
Pleasant Valley Pool

# APPLICATION FOR EMPLOYMENT

Recreation Department, Re: Pool Employment, One Collyer Lane, Basking Ridge, NJ 07920 Fax 908-766-1941

Application Date: \_\_\_\_\_

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

**Please answer the following:**

1. Please enter your available start date (open 5/25/24): \_\_\_\_\_
2. Please enter your last available work date (close 9/02/24): \_\_\_\_\_
3. I am available to work at least 1 Weekend Day per week, including Holiday Weekends - MDW, July 4<sup>th</sup>, LDW (please initial): \_\_\_\_\_
4. Please list your known vacation dates: \_\_\_\_\_

Position Applied For: Pleasant Valley Pool: \_\_\_\_\_

**Select primary position:**

*You can only work one primary position.  
Please number your preferences.  
1 = highest; 5 = lowest*

- Lifeguard  Customer Relations  
 Maintenance Attendant

*\*Indicates applicant possess a degree from an accredited college or university preferred. Refer to job description.*

- Lifeguard Supervisor  \*Assistant Manager

**Select secondary position:**  
*(Optional)*

- Head Swim Team Coach  Asst. Swim Team Coach

Department: Parks and Recreation \_\_\_\_\_

The Township of Bernards considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, handicap or disability, sexual orientation, domestic partnership or any other legally protected status.

**A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS FORM IN ITS ENTIRETY.**

All information will be verified, and all references will be checked. Information will be kept confidential to the extent permitted by law.

**PLEASE PRINT**

**I. PERSONAL**

LAST NAME	FIRST	MIDDLE	<b>EMAIL ADDRESS (Please print clearly. This is how you will be contacted!)</b>
PRESENT ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE)			TELEPHONE NUMBER
PERMANENT ADDRESS (IF DIFFERENT THAN PRESENT ADDRESS)			TELEPHONE NUMBER
ARE YOU 18 YEARS OF AGE OR OLDER? (If no, you will be required to show proof of eligibility to work.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? (Proof of US Citizenship or work authorization status will be required upon employment)			<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF RELATIVE OR FRIENDS EMPLOYED BY BERNARDS TOWNSHIP			
HAVE YOU EVER BEEN EMPLOYED BY BERNARDS TOWNSHIP? IF YES, STATE WHEN.			<input type="checkbox"/> Yes <input type="checkbox"/> No

**II. POSITION AND PERSONAL INTERESTS**

POSITION APPLIED FOR	TITLE	SALARY DESIRED \$ _____ PER
ARE YOU EMPLOYED NOW? <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE AVAILABLE TO START WORK	HOW WERE YOU REFERRED TO US?
WHAT KIND OF WORK DO YOU GENERALLY PREFER? (INTERESTS AND CAREER OBJECTIVES)		
COMPLETE IF DRIVING IS AN ESSENTIAL PART OF THE JOB BEING APPLIED FOR DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No PLEASE SIGN TO INDICATE YOUR AUTHORIZATION FOR THE TOWNSHIP TO PERFORM A RECORD CHECK OF THE DIVISION OF MOTOR VEHICLES' FILES, UPON AN OFFER OF EMPLOYMENT BY THE TOWNSHIP:		

**III. EDUCATION AND TRAINING**

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
HIGH SCHOOL OR EQUIVALENT			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TECHNICAL OR COMMERCIAL			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (SPECIFY)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ARE YOU TAKING ANY COURSE OF STUDY NOW? IF YES, PROVIDE DETAILS: <input type="checkbox"/> Yes <input type="checkbox"/> No			DATE TO BE COMPLETED		
LIST ANY SCHOLASTIC HONORS, HONORARY SOCIETIES, FELLOWSHIPS AND SCHOLARSHIPS.					
DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS OR EXTRA-CURRICULAR ACTIVITIES (i.e. EMT or fire fighting training and participation, etc.) Exclude those that indicate race, religion, sex, age, national origin or other protected classification.					
IF YOU HAVE EMT OR FIRE FIGHTING CERTIFICATION, WOULD YOU BE WILLING TO VOLUNTEER FOR THE TOWNSHIP DURING YOUR WORKDAY?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
WHAT COMPUTER SKILLS DO YOU HAVE AND WHAT OFFICE MACHINES CAN YOU USE? (IF APPLICABLE)					

#### IV. EMPLOYMENT HISTORY

Please account for all periods of employment, including U.S. Armed Forces experience, periods of travel, and self-employment. List present or last employer first. If more space is desired, please use an additional application.

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER?      NOW [ ]      AT A LATER DATE [ ]      NOT AT ALL [ ]					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER?      NOW [ ]      AT A LATER DATE [ ]      NOT AT ALL [ ]					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER?      NOW [ ]      AT A LATER DATE [ ]      NOT AT ALL [ ]					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER?      NOW [ ]      AT A LATER DATE [ ]      NOT AT ALL [ ]					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER?      NOW [ ]      AT A LATER DATE [ ]      NOT AT ALL [ ]					

**V. OUTSIDE ORGANIZATIONS**

ARE YOU AFFILIATED WITH ANY OTHER COMPANY THAT REQUIRES WORK OF YOU?  
 Yes     No    IF YES, PLEASE EXPLAIN

ARE YOU ENGAGED IN ANY PERSONAL BUSINESS OR ENTERPRISE?  
 Yes     No    IF YES, PLEASE EXPLAIN

IN WHAT BUSINESS, PROFESSIONAL OR SCIENTIFIC ASSOCIATIONS DO YOU HOLD MEMBERSHIP? Exclude those that indicate race, religion, sex, age, national origin or other protected classification.

WHAT PROFESSIONAL LICENSES DO YOU HOLD?

DESCRIBE ANY OTHER EXPERIENCE THAT MIGHT BE HELPFUL IN CONSIDERING YOUR APPLICATION. (Other work experience, internships, school activity, apprenticeships, etc.)

**VI. REFERENCES** Exclude relatives but provide three (3) persons not previously mentioned who are most familiar with your work, ability and training.

NAME	RELATIONSHIP	POSITION	ADDRESS	TELEPHONE

**VII. ESSENTIAL FUNCTIONS** **DO NOT ANSWER THIS QUESTION WITHOUT FIRST REVIEWING THE JOB DESCRIPTION**

ARE YOU ABLE TO PERFORM THE ESSENTIAL REQUIREMENTS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMODATION?     Yes     No

**VIII. RELEASE OF APPLICATION**

IF YOU ARE UNSUCCESSFUL IN YOUR CANDIDACY FOR A POSITION WITH THE TOWNSHIP, DO YOU WISH YOUR APPLICATION TO BE DISCLOSED?     Yes     No

**IX. APPLICANTS STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I release former employers and others from any liability that might arise from the disclosure of information.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

I understand that misrepresentation or omission of facts called for is basis for township refusal to process application further or, in the event of employment, cause for dismissal. I fully and completely understand that as a condition of employment, I must be able to perform all the duties of the position applied for. I also understand that if employed, by the township, I must abide by all rules and regulations of the employer.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_