



LEAP

Lifeguard & Swim Instructor Employment Application

The Leadership, Education and Athletics in Partnership, Inc. (LEAP) mission is to develop the strengths and talents of young leaders who create and implement year-round, community based programming designed to achieve positive academic and social outcomes for children living in high-poverty, urban neighborhoods.

This is a full-time position for the summer working at the LEAP pool. During the school year and during the summer, slots are also open for regular, part-time hours and for substitute-hours on an as-needed basis. Lifeguards must work well with a broad spectrum of people with a range of swimming skills. Possibilities exist for lifeguards to teach swimming classes, too, contingent upon the lifeguard's instructional skills.

Please submit your application and a copy of your transcript to:

Leadership, Education, and Athletics in Partnership (LEAP)
31 Jefferson Street
New Haven, CT 06511

For information or questions about the program please contact:

Elvert Eden
Youth Development Manager
eeden@leapforkids.org
Phone 203-773-0770 ext. 129
Fax 203-773-1695

Referred by:



Lifeguard Job Description

Position Summary: The LEAP lifeguard helps maintain LEAP's aquatics program at its 20-meter indoor pool, and must ensure the safety of swimmers of all ages and foster a friendly environment for all users. Lifeguards must work well with a broad spectrum of people with a range of swimming skills. Lifeguards must ensure the safety of all in-water activities, and ensure that all lifesaving equipment is present and operational for all water activities.

Essential Functions:

- Oversee the safety of all persons using the pool.
- Prevent accidents and injuries through knowledge of lifeguarding and water safety skills.
- Maintain order in both the pool and the balcony area.
- Open and close the pool according to the schedule.
- Test the water at the required times and log results, if the results are skewed then report the finding to the pool manager.
- Keep the daily swim statistics in a neat and precise manner in the provided log book.
- Fill out appropriate accident/incident records when applicable.
- Keep pool clean and in good order.
- Report to work on time and maintain a professional appearance and attitude when at work.
- Identify emergency situations both visually and audibly, and then respond appropriately.
- Know the emergency procedure and location of the emergency phones and first aid supplies.
- Get to know the swimmers by name and maintain a friendly, but professional demeanor.
- Maintain swimming and life guarding skills and certifications.
- Accept and perform all other responsibilities necessary for the good of the organization.

Supervision:

This position receives direction, coaching and performance evaluation from the Youth Development Manager.

Qualifications and Experience:

- Strong swimmer.
- If you are a strong swimmer and otherwise qualify, but lack certification, we will work with you on Red Cross certifications.
- American Red Cross (ARC) Lifeguard Training Certification
- ARC First Aid Certification
- ARC CPR for the Professional Rescuer
- ARC Water Safety Instructor (WSI) Certification a plus

Swim Instructor Job Description

Position Summary: The LEAP Swim Instructor helps maintain LEAP's aquatics program at its 20-meter indoor pool, and must ensure the safety of swimmers of all ages and foster a friendly environment for all users. Swim Instructors are responsible for teaching small groups of children (2 to 5 kids) how to swim. Swim Instructors must work well with a broad spectrum of people with a range of swimming skills. Swim Instructors must ensure the safety of all in-water activities.

Essential Functions:

- Teach children to swim based on LEAP's instructional approach.
- Prevent accidents and injuries through oversight of children in your care.
- Maintain order in both the pool and the balcony area.
- Open and close the pool according to the schedule.
- Keep the daily swim statistics in a neat and precise manner in the provided log book.
- Fill out appropriate accident/incident records when applicable.
- Keep pool clean and in good order.
- Report to work on time and maintain a professional appearance and attitude when at work.
- Know the emergency procedure and location of the emergency phones and first aid supplies.
- Get to know the swimmers by name and maintain a friendly, but professional demeanor.
- Accept and perform all other responsibilities necessary for the good of the organization.

Supervision: This position receives direction, coaching and performance evaluation from the Youth Development Manager.

Qualifications and Experience:

- Strong swimmer.
- Preferred but not required at hiring:
 - American Red Cross (ARC) Lifeguard Training Certification
 - ARC First Aid Certification



AVAILABILITY

What is your availability during the <i>Fall & Spring</i> component of the academic year?						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
IN _____	IN _____	IN _____	IN _____	IN _____	IN _____	IN _____
OUT _____	OUT _____	OUT _____	OUT _____	OUT _____	OUT _____	OUT _____

What is your availability during the <i>Summer</i> component?						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
IN _____	IN _____	IN _____	IN _____	IN _____	IN _____	IN _____
OUT _____	OUT _____	OUT _____	OUT _____	OUT _____	OUT _____	OUT _____



Lifeguard & Swim Instructor LEAP EMPLOYMENT APPLICATION

THE LEAP PROGRAM

LEAP does not discriminate in hiring or employment on the basis of race, color, sex, religion, marital status, qualified disability, and national origin or on the basis of age. No questions on this application are intended to secure information to be used for such discrimination. LEAP will check all information. You will be responsible for the accuracy of the statements made on this application.

Please complete all requested information. Type or use ink and print.

GENERAL INFORMATION

Name: _____ Sex (M/F) _____ Date of Birth: _____

Current Mailing

Address (College): _____ Apt # _____

City/State/Zip: _____ Email: _____

Telephone #: Day: _____ Cell: _____ Evening: _____

Permanent Street Address: _____ Apt # _____

City/State/Zip: _____ Email: _____

Telephone #: Day: _____ Cell: _____ Evening: _____

Check here and answer the following questions if you have ever been involved with LEAP:

What components and Year(s)? Fall Spring Summer Year(s): _____

Where? _____

In What Capacity? Child CPS LIT STEP YES Other: _____

If employment is offered, can you submit verification of your legal right to work in the U.S.? Yes No

EMERGENCY CONTACT

Name: _____ Relationship to applicant: _____

Address: _____ City/State/Zip _____

Telephone: Day: _____ Evening: _____ Cell: _____

PRIOR LIFEGUARD/INSTRUCTION & POOL EXPERIENCE

Please describe your prior experiences working as a lifeguard or swim instructor as well as any experience you have with pools and swimming:

EDUCATION AND TRAINING

Please list all relevant certifications you currently hold (ARC Lifeguard, Water Safety Instructor, etc.):

Please describe your educational background (schools attended and degrees received or degrees you are working towards):

Do you speak, read, and/or write a language other than English? If yes, what language and how proficient are you?

Language: _____ Circle One: Reading: Proficient Fluent
 Speaking: Proficient Fluent

REFERENCES

Please list three references who can speak to your skills, knowledge and work habits:

Name: _____ Position: _____ Phone: _____

Name: _____ Position: _____ Phone: _____

Name: _____ Position: _____ Phone: _____

EXPERIENCE

Answer questions for each period of employment, including military service and volunteer experience.
 List your previous work or volunteer experience beginning with your most recent position:

1) Company/Organization: _____
 Street Address _____ City/State/Zip _____
 Position: _____ Duties: _____
 Supervisor's Name/Title: _____ Phone: _____
 Start Date: Month/Year _____ End Date: Month/Year _____
 Reason for Leaving: _____ Comments: _____

2) Company/Organization: _____
 Street Address _____ City/State/Zip _____
 Position: _____ Duties: _____
 Supervisor's Name/Title: _____ Phone: _____
 Start Date: Month/Year _____ End Date: Month/Year _____
 Reason for Leaving: _____ Comments: _____

May we contact your current supervisor? YES NO

Federal and State regulations require that background checks be completed on any person employed in a position directly working with children. LEAP is required to conduct the above mentioned background check on any candidate for employment. **An unsatisfactory background check may result in your not being considered for a position at LEAP.**

I understand that if hired, I will be required to complete a criminal background check.

Applicant's Signature

Date

Parent's or Guardian's Signature
(If applicant is under age 18)

Date