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:

Oscar Rodriguez
Director of Aquatics
orodriguez@leapforkids.org
Phone 203-773-0770 ext. 102
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

Interested Candidates may apply by contacting Oscar Rodriguez at LEAP: (203) 773-0770 or orodriguez@leapforkids.org.

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 *Fall & Spring* component of the academic year?

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What is your availability during the *Summer* component?

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**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: ____________

___________________________  Cell:______________________________
Telephone #: Day:______________________________  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):
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?

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<th>Language:</th>
<th>Circle One:</th>
<th>Reading:</th>
<th>Proficient</th>
<th>Fluent</th>
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<td>Speaking:</td>
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**REFERENCES**

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

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<th>Name</th>
<th>Position</th>
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**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:

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<th>1) Company/Organization:</th>
<th>Street Address</th>
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<th>Position:</th>
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<tr>
<th>Supervisor’s Name/Title:</th>
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<th>Start Date: Month/Year</th>
<th>End Date: Month/Year</th>
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Reason for Leaving: Comments:

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<th>2) Company/Organization:</th>
<th>Street Address</th>
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</table>

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