



The Town of Long Lake Parks, Recreation & Tourism Department  
**WATERFRONT LIFEGUARD**

TOWN OF LONG LAKE  
WATERFRONT LIFEGUARD JOB DESCRIPTION

5/23/23

Distinguishing Features of the Class

The work involves responsibility for the life and protection of persons swimming or otherwise using the recreational facilities of a beach area. The work requires incumbent to devote full attention to the job during his/her working hours without losing focus or getting distracted. Incumbent may be required to rescue persons experiencing difficulties in the water and administer life-savings techniques. Incumbents may also be required to administer simple first aid when necessary. Does related work as required. Part-time and Full Time Positions Available.

Typical Work Activities

- Coordinate work schedule with Waterfront Supervisor (“WFS”);
- Patrols bathing area and swim docks during operating hours;
- Enforces beach regulations as posted;
- Ensure that no beach usage is allowed in front of lifeguard stand
- Provides emergency first-aid at work site when necessary in accordance with required training;
- Keeps beach and swimming area free of glass or other debris;
- Assists in cleaning bathing area prior to and during operating hours; NOTE - cleaning during operational hours is only expected if another lifeguard is present to watch the swim area and if the number of swimmers-to-lifeguard ratio allows this task to be completed while still maintaining adequate sight control of the swimmers.
- Prior to opening the beach and after closing it, entire upper area as well as the beach must be raked and patrolled for trash & debris - including cigarette butts - which must be discarded;
- On a daily basis, if the WFS delegates this task: inspect all emergency equipment: report hazardous situations immediately to either the WFS or the Director of Parks and Recreation (DPRT). If there are damaged or missing items, report in timely manner to WFS or DPRT. These are items such as the beach phone, boat, oars, back board, etc..
- Lifeguard should use discretion and prevent use of a hazardous item or situation.
- On a daily basis, and if the WFS delegates this task, inspect all recreational equipment daily: report damaged or missing items to WCS or Parks and Recreation Director. These are items associated with the swim docks or the anything the public might use like the kiddie rides, benches, etc



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Full Performance, Abilities and Personal Characteristics

- “The incumbent must have completed the certification required listed below in “minimum qualifications”.
- He/she must have the ability to operate water safety equipment, the ability to understand and carry out oral and written directions and the ability to function well under stress.
- He/she must also have tact, courtesy and physical condition commensurate with the demands of the position.
- He/she must have the ability to remain focused on task while watching for swimmers who could be experiencing difficulties in the water.
- He/she is knowledgeable of local emergency phone number to contact rescue squad if necessary.

Rules of the Position

- The lifeguard may not use cell phones, ipads, tablets, head sets, radios, etc. while there are swimmers in the water or on the beach. Neither can the lifeguard read books or do similar distractions while on shift or working.
- To further reduce distraction, only lifeguards are allowed on lifeguard stands
- Personal appearance during working hours must be appropriate.
- The Town Supervisor or the Parks and Recreation Director have the final decision and enforcement on all issues relating to beach activity and personnel.
- Lifeguards are expected to work during periods of rain when there are individuals in the water. Lifeguards must follow ARC guidelines for clearing water for inclement weather and are to re-open the beach after such periods have passed. If weather remains bad, Lifeguards need permission before getting excused from duty for the day.\*

Payment by the Town

- Employee must utilize ADP payroll time record in accord with schedule.
- The WFS will do the scheduling of hours with the approval of the DPRT.
- Lifeguard will be guaranteed the number of hours scheduled only in the case of inclement weather.
- With the approval of the WFS, a lifeguard may switch his/her days with another lifeguard but ONLY WITHIN THE SAME WEEK which starts Sunday and goes through Saturday.
- Lifeguard must take an hour unpaid lunch break. Timing of break must be staggered with the other lifeguards breaks to ensure continuous supervision of the beach. Lifeguard must leave the premises during his/her break.
- If questions arise regarding pay, feel free to ask the Supervisor’s staff.
- Lifeguard salary is seasonal



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**Minimum Qualifications**

- The lifeguard must be at least 16 years of age.
- All lifeguards must meet all current NYSDOH (“DOH”) requirements. those available and required from local resources are:
- American Red Cross (“ARC”) Lifeguard Training and Community First Aid ARC Waterfront Lifeguard Training
- ARC CPR for the Professional Rescuer
- In lieu of ARC, there is equivalent training accepted by the DOH – ask Parks and Recreation Director for aquatics list.

**Employee Confirmation**

I have received and read a copy of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_



# TOWN OF LONG LAKE

## EMPLOYMENT APPLICATION

### TOWN USE ONLY

Applicant Name \_\_\_\_\_

Civil Service Job Title: \_\_\_\_\_

Civil Service Job Classification

Competitive

Non-Competitive

Exempt

Labor

*This application is for internal use only by the Town of Long Lake and should not be filed with the Hamilton County Personnel Department.*

# TOWN OF LONG LAKE Employment Application

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. If answer is NO or NONE, indicate such. We appreciate your interest in employment with the Town of Long Lake.

We are an **Equal Opportunity Employer**. We consider all applications for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Town Supervisor's Office. This application for employment will be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should reapply by completing another employment application.

BIOGRAPHICAL DATA	Name (First, Middle, Last)		E-mail Address		
	Address		Phone Number		
	City		State	Zip	
	Position Applied For		Salary Desired		
	Are You Available For		Date Available For Work		
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary				
	How were you referred to the Town of Long Lake? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Civil Service Job Posting <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Other _____				
	Are you currently employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, may we contact your employer to obtain employment information?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever filed an application or interviewed for employment with the Town of Long Lake?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, give month and year ____/____/____				
	Have you ever been employed with the Town of Long Lake before?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give dates From ____/____/____ To ____/____/____					
Are you legally eligible for employment in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Employment eligibility verification will be required upon employment.</i>					
If you are under 18 years of age, can you provide required proof of your eligibility to work?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

EDUCATIONAL BACKGROUND	Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
	High School				
	College				
	Other				

<b>SKILLS</b>	Typing Speed: _____ WPM	Data Entry: _____ # Numeric Keystrokes/Hour	_____ # Alpha Keystrokes/Hour
	Computer Skills:		
	List certificates, licenses ( <i>including driver license or CDL endorsement</i> ) or professional achievements that would support your qualifications for employment:  If you are applying for a position which requires a Commercial Driver License, provide Driver License Number here: _____	List any additional skills, technical or professional knowledge that you feel would support your application:	

List your previous four (4) employers whether or not they seem relevant to the position for which you are applying.

<b>Present or Last Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

<b>Next Previous Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

<b>Next Previous Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

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Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

U.S. MILITARY HISTORY			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
U.S. Military Branch	Entry Date	Discharge Date	Training or Specialty

References (Other than relatives or previous employers; list three)			
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known

Conviction Record Status		
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. <b>Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town.</b> The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.		
Date	County/State	Conviction/Explanation

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired, and that the filing of a false instrument can be punished as a crime. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that as a part of the hiring process an independent background check may be conducted. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations. I understand that as a condition for employment with the Town of Long Lake, a pre-employment physical examination will be required, and that for those positions which require a possession of a commercial drivers license (CDL), a controlled substance test will be required and must be passed.

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

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



**American  
Red Cross**

## **Lifeguarding Course**

North Country Community College

**Course fee \$300 per person**

**\$75 non-refundable deposit** (due 1 week prior to start date)

**4 different course dates. Scholarships may be available.**

March 17-19, 2023

March 31-April 2, 2023

April 14-16, 2023

June 23-25, 2023

(Fri. 4-9PM/Sat. 8AM-9PM/Sun. 8AM-3PM)

**Must be at least 15 years old to be eligible**

## **Water Safety Instructor**

North Country Community College

**Course fee \$375 per person**

**\$75 non-refundable deposit due by 5/18/23**

**Scholarships may be available**

June 8-11, 2023

(Thur. 5-9PM/Fri. 5-9PM/Sat. 8AM-6PM/Sun. 8AM-2PM)

**Must be at least 16 years old to be eligible**

Contact Deb Fox at 518-637-3855 or [debbifox@hotmail.com](mailto:debbifox@hotmail.com) for Pre-course requirements. Recertifications available.