

## Lifeguard Application Summer 2018

Vail's Grove Cooperative  
5 Vail's Blvd  
Brewster, NY 10509

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

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School Attending: \_\_\_\_\_

Grade: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Previous Lifeguard Experience: \_\_\_\_\_

### Lifeguard Information

(Please Attach Copies)

C.P.R. Certificate (2018 when received)

First Aid/ Lifeguard Training Certificate

Proof of Age

**All the above information is correct**

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Signature

Date

**APPLICATIONS ARE DUE IN THE VAIL'S GROVE OFFICE BY MAY 14, 2018**

The purpose of this handbook is for general information and guidelines. All employees are responsible to follow the expectations that are outlined in this handbook. Please direct any questions to the Beach Committee Chair.

### **Job Descriptions**

- Lifeguards must obtain American Red Cross Certification in Life guarding/ First Aid and CPR training.
- Lifeguards must be at least 15 years old
- Lifeguards perform all life guarding techniques and cleaning duties.
- **Cleaning duties include but are not limited to: change of garbage, rake beach area, sweep stairs and docks twice daily.**

### **Responsibilities**

A professional lifeguard prevents emergencies by recognizing potentially dangerous situation and taking corrective or preventative actions. In addition to basic job responsibilities, life guarding carries major additional responsibilities.

- Prior to employee's first shift, all paperwork must be completed and on file in the Vail's Grove office.
- Prevent accidents and create a pleasant environment for the patrons.
- Inform Beach chairperson immediately of any accidents.
- Constantly scan the area of responsibility to respond effectively to an emergency
- Never allow anyone to dive into shallow water or off of any beach docks.
- At least one lifeguard must be in the water or on the dock when there are one or more people in the lake.

### **Zones**

Each guard is responsible for certain zones. Each guard will have a primary and secondary zone depending on staffing configuration and different user load conditions. While the guard should give their primary attention to their primary zone, they should also be aware of the rest of the facility.

### **Rotations**

Guards should rotate, at minimum every thirty minutes.

Lifeguards are to be on post on the lifeguard chairs. The guest chairs are for the guests of the beach and not the lifeguards. You are working and are to remain on post.

### **Vail's Grove Beach Communications Signals**

- One (1) short whistle blast- used to gain patron attention

- Two (2) short whistle blast, and pointing- used for an emergency in the pool and gain the attention of another guard.
- Three (3) short whistle blasts- alerts the staff that you are leaving the chair to make a save.
- One (1) long whistle is used for clearing the lake for potential danger

### **Work Rules**

- Arrive at the assigned "start time"
- Cell phones and electronic devices are not to be used by employee while actively screening the lake.
- Be professional. The following activities are prohibited; smoking, playing cards, sleeping and socializing with friends.
- Lifeguards are never allowed to baby-sit while on duty and getting paid by Vail's Grove Cooperative.
- Attendance at Beach Day is mandatory. (Date to be determined at a later date).

### **Schedules**

- Schedules will be made monthly by the Beach Chairperson.
- Beach chairperson must be contacted if there is a change to the individual schedule.
- Schedules will be made monthly and posted by the last week of the month.
- At no time are you to find a replacement that is not lifeguard hired by Vail's Grove Cooperative.
- Days off, start days and return to school dates must be directed to the Beach Chairperson
- Time sheets are due to the Vail's Grove office by 8am every Monday morning, Failure to do so may result in not getting paid in a timely manner.

### **Uniform Requirements**

- One piece red lifeguard bathing suit.
- Females may wear shorts over their suits. Shorts must be in a good condition be navy blue or red in color with no printed words or symbols.
- T-shirts will be provided by Vail's Grove Cooperative
- Whistles will be provided by Vail's Grove Cooperative

### **Safety issues**

- Be strong and confident in the use of the whistle
- Consistent in the rule enforcement
- Second violation of the rule in the same day, have the person sit out of the lake
- Ladders are for entering and exiting the lake only.
- Parents must be with children that have difficulty swimming

### **Weather policy**

- In the event of distant thunder, the lake is to be cleared and remain clear of swimmers until 20 minutes after the last sound of distant thunder.
- If there is severe weather and heavy rain, the lake beach area is to be closed.
- Call beach Chairperson when closing the beach early.
- Pay is ½ price for every hour closed.

### **Secondary Responsibilities**

- Opening the gates on time
- Rake the sand and shallow part of the water **twice daily**
- Pick up any garbage.
- Stack chairs at the end of the day
- Keep the shed clean and orderly
- Rent the beach equipment, kayaks, paddle boards and paddle boat. Keep records of rentals and money to be handed in to the office manager daily, via the drop box on the Vail's Grove Pavillion door.

The purpose of these rules is to help us all be successful in our jobs. Any individual questions can be directed to the Beach chairperson.

The 2018 Beach Chairpersons are Frank & Meghan Cassidy. Their contact information is the following:

4 White Oak Lane  
(845) 669-4004- Home  
(516) 318-0987- Meghan Cell  
(914) 391-9170- Frank Cell

[meghanacassidy@comcast.net](mailto:meghanacassidy@comcast.net)- Meghan's Email

[frankcassidy@comcast.net](mailto:frankcassidy@comcast.net)- Frank's Email

I have read the Vail's Grove Cooperative Handbook for the summer of 2018  
I understand the rules and my own responsibilities as a lifeguard

I am aware that failure to follow these rules may result in termination.

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Signature

Date

*Please return this form along with your application and certifications. This will be kept on file along with your personal information.*