



February 1, 2018



Dear Sea Girt Lifeguard,

Enclosed is your 2018 lifeguard application. Please fill it out completely and return to the Borough Hall address on the application. Please return to Borough Hall no later than April 30<sup>th</sup> 2018. You can also scan and return as PDF to me by email.

With **SOME** anticipated turnover this year, I would like to get a handle on who is planning on returning and what scheduling issues there may be. If you are not returning, I would ask that you please let me know that as well. The beach has fared ok from the winter and as you know we had a very rough fall. The rip currents are still there and I anticipate similar conditions right from the start.

There will be a Pre Employment Swim and Stamina test at the Atlantic Club in Wall Township in May. The date is set for **Sunday, April 22<sup>nd</sup> 1 pm** or **Sunday, May 6<sup>th</sup> at 1 pm**. New applicants will be at the first date on Sunday. You really should try to attend one of these tests to get the requalification's out of the way. We may schedule a third pool test depending on attendance. You will need to complete your SWIM and RUN requalification testing before working.

- ◆ The pool test will be: A 500m test in 10 minutes or less.
- ◆ The stamina test will be two parts: A 1 1/2 mile run in 12 minutes or less.
- ◆ You will need to be at the outdoor pool (under the bubble) 15 minutes before the test. Please bring a towel, goggles etc., as they will not be provided for you. Please bring appropriate footwear for the run test.
- ◆ There are NO EXCEPTIONS – you must complete both sections before working.

If you can not make any of the pool tests, you will have to take the test in the ocean before working. As always, we work weekends until the 3<sup>rd</sup> weekend of June(16/17) then start full time that weekend and work through the 2<sup>nd</sup> or 3<sup>rd</sup> weekend after Labor Day. We will have pre-season crew working after Memorial Day as well.

As you know your work as a lifeguard is important, and the people that visit the beachfront rely on you for your professionalism and skills. Please be ready to work and be in shape for your job. Recertification training will be ongoing starting in May.

If you are interested in working skeleton crew the 6 weeks before Memorial Day, please get in touch with me. There are also a few spots available for work starting in April through June for skeleton work and assisting in getting the beachfront ready. Those hired or rehired are reminded that you are at will employees while employed. If you have any questions, please do not hesitate to call **(732.245.2860)** or email me **(tharmon@seagirtboro.com)**.

*P.O. Box 296 Sea Girt, New Jersey 08750*  
[www.seagirtbeachpatrol.org](http://www.seagirtbeachpatrol.org) 732.449.9335 LGHQ 732.449.9162 LGHQ fax

The preseason work consists of maintenance to equipment, painting and getting all equipment ready for the season. We are looking to paint the inside of HQ in addition to our normal work. We will start around the first week in April for some. For your information I have scheduled the test for new hires and the first test a week earlier in April as I will be attending the USLA Board of Directors meeting in California the following weekend.

We will be participating in pre-season training in a more formal and scheduled manner this year. While our requalification in CPR and FA are a constant, we will be working towards more on line training and check offs. The Borough will be providing and requiring additional training for sexual harassment, workplace violence and bullying, whistleblower protection as well as how to report such and its own policies and procedures be reviewed, signed off on and completed before ANY WORK TAKES PLACE FOR THE SEASON. This will be done on line as much as possible as the format at time of this letter is still being finalized. I am always in the process of updating all our Lifeguard policies and procedures and operating guidelines. This is being done to tighten them up a bit and once done you will all be forwarded a copy.

The Junior Lifeguard program schedule is being finalized and will be forwarded out to you once complete. All information will also be posted on line. We are looking forward to another great year with this program. All of us play a part in the success of the JG program from the administration to the LG that instructs to the LG that sits solo while the program is in progress – it's a team effort. We have added some fun ideas like an Iron Guard Event, JG Beach night, Super Hero Mile, Christmas in July to keep moving forward and staying ahead of the curve. I thank Jill for talking to other programs out west and organizing some new additions to the program.

The 100<sup>th</sup> anniversary for the Borough was a success last year and for everyone who helped out during this September weekend – thank you. Many of us are already at work planning and ensuring everything is ready to go for this summer. I look forward to hearing back from you. It won't be long now.

Sincerely,

*Timothy Harmon*

Timothy Harmon  
Chief of Lifeguards  
Emergency Management Coordinator  
Borough of Sea Girt, NJ

e. [tharmon@seagirtboro.com](mailto:tharmon@seagirtboro.com)

o. 732.449.9335 x 15

f. 732.449.9162



## **Employment Prerequisites for the Sea Girt Beach Patrol**

1. Minimum age: 16 years of age
2. Physical Condition:
  - a. normal hearing
  - b. 20/20 vision normal or corrected
  - c. no disabling deformities or conditions
  - d. demonstration of the ability to handle any and all situations indigenous to the area of responsibility
  - e. **a medical doctors statement certifying that you are healthy enough and are in good physical shape to participate in the strenuous physical activity of a lifeguard. This is required for all lifeguards**
3. Each new applicant will participate in a pre-employment strength, stamina, and swimming test. This test will consist of the applicant completing a distance of 500 meters in a time of 10 minutes, a 50 meter cross chest carry of a victim, and a 1 ½ mile run in 12 minutes.
4. All lifeguard applicants will be trained in American Heart Association Professional Care Giver CPR. This will include training/testing in one man adult, two man adult, infant, child CPR, obstructed airway, and breathing devices.
5. All lifeguard applicants will be trained/tested in American Red Cross or comparable Standard First Aid, cervical and spinal immobilization, emergencies specific to the beachfront, other common first aid emergencies, and interfacing with outside agencies in respect to medical emergencies. The above coursework totals the USLA minimum 21 hours of first aid training, however normally exceeds the minimum training time.
6. All lifeguard applicants hired (in training), will attend "Lifeguard School" a course of a minimum of 40 hours of open water lifeguard training, lifeguard operations skills, and ocean awareness, and other information pertinent to the job of a lifeguard - such as Borough policies and procedures, sexual harassment, workplace bullying or violence, whistleblower protections and the proper procedure to report such incidents.
7. All lifeguards hired will be subject to background investigations and drivers license checks conducted by the Borough of Sea Girt administration. Information and release of information request will be forwarded to you once hired/rehired.



## LIFEGUARD & WATER SAFETY DEPARTMENT

### APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Summer Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Previous Sea Girt Beach Employment: \_\_\_\_\_

Other Beach Related Experience: \_\_\_\_\_

\_\_\_\_\_

Date Available for Work: \_\_\_\_\_

Date Available Until: \_\_\_\_\_

Can You Work A Five Day Work Week? Y N If No, Then How Many Days: \_\_\_\_\_

T-Shirt Size S M L XL XXL Board Short/Waist Size: \_\_\_\_\_

Rash Guard Size S M L XL XXL Jacket size: \_\_\_\_\_

Do you hold a current CPR card: Y N date of expiration: \_\_\_\_\_

Do you hold a current First Aid card: Y N date of expiration: \_\_\_\_\_

Do you hold any USLA open water lifeguard certification: Y N

Do you hold any other certification pertinent to Lifeguarding: \_\_\_\_\_

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

*Please send all applications to: Borough of Sea Girt  
Attn: Beach Department-Lifeguards  
P.O. Box 296  
Sea Girt, N.J. 08750*

**Be advised:** Lifeguarding is a physically demanding job. You will need a Medical Doctors note stating that you are able to perform the duties of a lifeguard.

- If you are a **new applicant**, you will need this before the pre employment swim test in May.
- If you are a **returning Sea Girt Lifeguard**, you will need this before you start any type of work related duties for the Borough of Sea Girt or sign the Employee Qualification form attached certifying you are physically able to perform the job of a Lifeguard since last physical.

FOR OFFICE USE ONLY:

Rate of Pay: \_\_\_\_\_ Amount: \_\_\_\_\_

Pre Employment Swim Time: \_\_\_\_\_

Pre Employment Run: \_\_\_\_\_

Open Water Certification Time: \_\_\_\_\_

Certification Run: \_\_\_\_\_

Open Water Testing Checklist:

Sit Row \_\_\_\_\_  
Stand Row \_\_\_\_\_  
Run \_\_\_\_\_  
Kayak \_\_\_\_\_  
Paddle \_\_\_\_\_  
Rescue \_\_\_\_\_  
Line/Torp \_\_\_\_\_  
First Aid Training \_\_\_\_\_  
Backboard \_\_\_\_\_  
CPR \_\_\_\_\_  
AED \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_

Uniform:

Shirt Size: \_\_\_\_\_ # of \_\_\_\_\_  
Tank Top: \_\_\_\_\_ # of \_\_\_\_\_  
Short Size: \_\_\_\_\_ # of: \_\_\_\_\_  
Long Sleeve: \_\_\_\_\_  
Wind Pant: \_\_\_\_\_  
Hat: \_\_\_\_\_  
Whistle: \_\_\_\_\_  
Rash Grd: \_\_\_\_\_  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

Notes:

\_\_\_\_\_

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## Sea Girt Beach Patrol – Hepatitis B – PDT Training

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

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

\_\_\_\_\_ I would like to receive the Hepatitis B vaccination, I understand that it is a series of three shots and I have to receive all of them for proper vaccination.

\_\_\_\_\_ I already have the Hepatitis B vaccination, and do not need or wish to have it provided by the Borough of Sea Girt – Date of inoculation \_\_\_\_\_

\_\_\_\_\_ I do not have the Hepatitis B vaccination, and **do not need or wish to have it** provided by the Borough of Sea Girt

Signature: \_\_\_\_\_

Training Date: \_\_\_\_\_ (office use only)



## Sea Girt Employee Qualification Certification

<b>Employee Name</b>	
<b>Position/Title</b>	
<b>Period Beginning May 1, 2018</b>	
<b>Other</b>	

### **Driver Qualification**

I certify that both my Driver's License and commercial Driver's License are current with no disqualifications.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### **Medical Legal Qualification**

I certify that I have no legal/police outstanding issues and or Medical problems that would disqualify me from performing my official duties as a Sea Girt Employee.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### **Certification Verification**

I agree to supply a current copy of my Driver's License for Verification.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**



**DIRECT DEPOSIT INFORMATION**

EMPLOYEE NAME: \_\_\_\_\_

NO CHANGES FROM PREVIOUS YEAR: \_\_\_\_\_



**NEW ACCOUNT/NEW BANKING INFORMATION**

BANK NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

CHECKING: \_\_\_\_\_ SAVINGS: \_\_\_\_\_ (please check one)





## Medical Qualification for Sea Girt Beach Patrol

I certify that I have examined and documented the following individual:

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

Mailing Address: \_\_\_\_\_ Summer Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

and certify that his/her condition below:

\_\_\_\_\_ **does** possess adequate vision, hearing acuity, physical ability and stamina to perform the strenuous duties of an open water ocean lifeguard

\_\_\_\_\_ **does not** possess adequate vision, hearing acuity, physical ability and stamina to perform the strenuous duties of an open water ocean lifeguard

To perform the effective duties of an open water ocean lifeguard the above must be able to do the following: (some examples listed below)

- Ocean Swimming
- Run and sprint in the soft and hard sand
- Jump and land in the sand from their tower four -six feet in the air
- Use equipment such as a rescue can, paddleboard, ocean kayak, lift a backboard with a patient on it
- Able to row a boat
- Able to swim and rescue someone in the ocean larger than them and bring them to safety
- Able to perform CPR skills for extended period of time

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician address