Ministry of Public Works

Department of Parks

Seasonal Full-Time, Seasonal Reserve and Volunteer Surf Lifeguards

Dynamic opportunities exist within the Department of Parks for the posts of seasonal full-time, seasonal reserve and volunteer surf Lifeguards for the 2018 Lifeguard season from May – October. Working under the direction of the Lifeguard Superintendent, successful applicants will be responsible for assisting in the operation of the Lifeguard Service. These positions require mature, reliable persons who possess excellent public relations skills and are able to manage confidential information as per service policies.

Main duties will include, but not limited to:

- Observe aquatic activities in designated patrolled areas with a view to prevent emergency situations.
- Respond to both land and aquatic emergencies.
- Provide immediate first aid and emergency care to injured or unwell patrons.
- Compliance with the Lifeguard Service's policies and procedures
- Inform and educate the public on beach/water safety through formal and informal contacts.
- Enforcement of the 1988 Bermuda National Parks Regulations.
- Regularly review beach safety operating procedures in addition to practicing rescue drills, resuscitation skills and engage in monthly physical assessments.
- Attendance at water safety/resuscitation workshops.
- Management and maintenance of Lifeguard equipment.
- Assisting with administrative duties of the Department of Parks when required.
- Assisting the Park Ranger Service and compliance with any other special working conditions inclusive of Emergency Measure Organization operations as it relates to the Department of Parks.

Applicants must be 16 years of age or older at time of commencing a training course in addition to being a strong swimmer, be in good health and possess a fairly high level of fitness prior to undertaking the training course. Applicants must pass the Initial Swim Assessment (ISA) of 400 meters in 8 minutes or less to be considered for the training course and seasonal employment.

Although any previous swimming, lifesaving experience or similar qualifications would be an advantage to have, it will not be accepted in lieu of attending any part of a training course.

Selections for employment are based on successful performance in the swim assessment, interview, training course, availability for work and if necessary, an additional interview as well as Physical Assessment performance to assist with final selections.

Recruitment Packages with applications included can be collected from and submitted to the office of the Department of Parks, Ground Floor, Global House, 43 Church Street, Hamilton HM12. Please contact the Department of Parks for any additional information. Telephone: 236-5902 or E-mail: njtrott@gov.bm

*Closing Date for Applications: 16th March 2018

INITIAL SWIM ASSESSMENT				
Date/Time:	17 th March 2018. The assessment starts promptly at 1pm			
Where:	Bermuda National Sports Centre – pool; located at 65 Roberts Avenue, Devonshire			
Dress:	Swimming suit (changing rooms on site); goggles highly recommended			

Additional information regarding the Initial Swim Assessment can be found in the Recruitment Package.



Department of Parks

Initial Swim Assessment

Dear Applicant,

Please find the current listed dates, times and locations of the **Initial Swim Assessments** (ISA) available for the 2018 Lifeguard Training Season. All new applicants for the 2018 must successfully pass one (1) ISA in order to qualify and participate in a Department of Parks' Lifeguard Training Course during the 2018 season.

DATE		LOCATION	TIME		
Saturday,	17 th March	Bermuda National Sports Centre	1pm		
Sunday,	29 th April	Bermuda National Sports Centre	4pm		
Sunday,	24 th June	Bermuda National Sports Centre	4pm		
POOL ADDRESS					

Bermuda National Sports Centre, 65 Roberts Avenue, Devonshire <u>http://bermudanationalsportscentre.com</u>

Distance: 400 meters in under 8 minutes or less in a pool

•Anybody interested in the Lifeguard position as described in the Recruitment Instructions and is in good health and of a fairly high level of fitness are allowed to take any of the advertised Initial Swim Assessments (ISA).

•Any candidate that has any medical conditions which may impair them should consult their physician first before undertaking the ISA and subsequent training course. The Lifeguard Superintendent must be notified immediately (before the ISA) of the condition(s) if not already mentioned on your application regarding any medical conditions. "Fit for work" proof may be deemed necessary before commencing any part of the ISA or subsequent training course.

•Participants may wear goggles for the ISA. Long hair must be neatly held up/back. Swim caps may be worn. Jewellery, including body jewellery must be removed during the ISA and training course. Appropriate swim attire must be worn throughout the ISA. No wet suits allowed for the ISA.

•Successful participants of the ISA only need swim on one (1) date. Unsuccessful participants are allowed to retake any subsequent ISAs displayed above. We strongly discourage potential candidates from waiting until the last possible ISA date to attempt qualification.

•Please contact the Lifeguard Superintendent at your earliest convenience if you have any questions regarding the above.

Lifeguard Training Courses

Please find the listed dates of the Lifeguard Training Courses currently available for the 2018 Season:

COURSE NO.	DATES	TOTAL COURSE LENGTH			
Training Course No.1 - NEW Candidates	$5^{th} - 10^{th}$ May & $13^{th} - 17^{th}$ May	68hrs total (8.5 days)			
Training Course No.2 - NEW Candidates	30^{th} June – 5^{th} July & 8^{th} – 12^{th} July	68hrs total (8.5 days)			
* After 6 days of training, each training course has a scheduled 2-day break followed by a 4 ½ day assessment period. Candidates will not know which 2 ½ days they will be assessed until DAY 6.					

We are allowed to enroll a maximum of 12 candidates in a course at a time. Please note that should we have more than 12 *successful* ISA candidates interested in participating in a particular course, the Lifeguard Service will strictly follow immigration laws and regulations in conjunction with Lifeguard Service seniority, availability for work and ISA performance in order to select the final training course participant group.



Department of Parks

2018 Lifeguard Service General Recruitment Instructions

- 1) Applicants must be 16 years of age or older at the time of commencement of the training program.
- 2) Non-Bermudian applicants must abide by all laws set out by Bermuda's Immigration Act regarding terms of employment/seeking employment. Non-Bermudian applicants who reside outside of Bermuda must be 18 years of age or older. Please contact the Department of Immigration for any further questions regarding employment in Bermuda for non-Bermudians.
- 3) All applicants are invited to perform in an advertised <u>Initial Swim Assessment</u> (ISA) consisting of 400 meters in a pool which must be completed in 8 minutes or less as a prerequisite in order to be considered for any training program for the season.
- 4) Applicants must be able to jump/dive into deep water as well as be able to surface dive up to 2 meters.
- 5) Anybody in good health and of a fairly high level of fitness are allowed to take any of the advertised ISAs but must successfully pass one as one of the prerequisites to participate in a training course.
- 6) Selection*for a training program is based on performance in an ISA, negative pre-employment drug test, interview, immigration status and availability for work.
- 7) The training program consists of 68 hours for new applicants. **Participants are expected to be in good health and of a fairly high level of fitness prior to taking the course**. Our courses are physically demanding and include swimming to set times and lifting.
- 8) At this time there are no enrollment fees in order to apply/register for our training program if candidates will be working for Lifeguard Service. Training course manuals/textbooks will be supplied by the Department of Parks. Those who successfully complete this course and are offered employment as new employees (including Reserves) to the Lifeguard Service will be given a full uniform.
- 9) Successful completion of the training course includes passing six main elements: Beach Lifeguarding Knowledge, CPR & AED, First Aid, Pool Practical, Beach Practical, and the <u>Physical Assessment</u> (1 mile Run followed by a 400m Swim and then a 600m Paddle Board consecutively. Each discipline of the Physical Assessment is to be completed in 8 minutes or less consecutively in one wave to pass).
- 10) If necessary, there may be an additional interview to assist with final selection of participants. Successful completion of the training program does not guarantee employment. Physical Assessment times may be used as a primary tool to confirm employment placement for an individual should all other requirements be met by more than one qualifying individual for a seasonal position.
- 11) Selection is then made for full-time seasonal positions as seasonal beach Lifeguards.
- 12) Returning Lifeguards from previous years must take a Returnee's course (consisting of but not limited to: NVBLQ Theory, First Aid, Beach component and Specialist Units- Rescue Paddle Craft, Life Support 3 and AED) and pass all assessments in order to re-qualify. This includes successfully passing the Physical Assessment prior to employment.
- 13) If you cannot be offered full-time seasonal employment, you will automatically be used in the reserve Lifeguard program (Please note that Non-Bermudian applicants that cannot be offered full-time or reserve employment due to immigration issues for full-time or reserve employment will be offered volunteer service pending immigration approval for volunteer status).
- 14) Monthly Physical Assessments are to be performed by all employees throughout the season to show that the standard of physical performance is being maintained. Monthly Physical Assessments may need to be carried out by individuals on days that would normally be considered their day of rest however attempts are made when possible and where appropriate to reduce the chance of this happening. Employees who do not pass their monthly Physical Assessment may be suspended without pay until further notice and may jeopardize their employment status with the Lifeguard Service.
- 15) The Lifeguard position has an immediate and significant impact upon the safety and security of the public and of fellow employees. Candidates may be subject to vetting along with drug and alcohol testing inclusive of random and testing for reasonable cause. All potential candidates must undergo pre-employment drug testing after successfully passing an ISA but no sooner than 90 days prior to the

commencement of the training course. Returning Lifeguards must undergo pre-employment drug testing no sooner than 90 days prior to potential hire date. Refusal to take a pre-employment drug test or have a positive pre-employment drug test will result in applicants being discharged from the application/recruitment process.

- 16) Due to the nature of the Lifeguard position in providing care, it is possible for employee exposure to bodily substances. As part of our occupational safety and health standards and guidelines to prevent transmission of serious diseases, successful candidates of the training course must have their complete Hepatitis B immunization prior to being employed or agree to have it completed as part of the conditions of employment with the Department of Parks' Lifeguard Service.
- 17) Please note that any person 18 years of age or older MUST have a social insurance number in order to be employed with the Department of Parks' Lifeguard Service. Non-residents/non-Bermudians can apply upon confirmation of employment. Application forms can be downloaded from the Department of Social Insurance: <u>https://www.gov.bm</u> Exemption from Social Insurance deductions may be granted to full-time students pending proof of qualification. All employees will be enrolled in to the Government Employee Health Insurance (GEHI) plan unless proof of other qualifying local coverage is provided.
- 18) Lifeguards must complete 80 days/640 hours or more of service seasonally in order to be entitled to pay upgrades for subsequent working seasons (not including training courses).
- 19) In addition to submitting a completed application for employment, returning Lifeguards with a minimum of 1440hrs in combination with completing a minimum of 3 seasons of previous employment with the BLS wishing to apply for entry into the Senior Lifeguard Program may do so by writing in your own words on a separate document: a) Why you would be a suitable candidate for the Senior Lifeguard Program b) What you will offer to the BLS with a Senior Lifeguard promotion and c) What you will offer to the BLS with a Senior Lifeguard promotion. The Lifeguard Superintendent upon receipt of such documentation from qualifying candidates will respond with additional information regarding the Program.
- 20) As it is seasonal work, requests for leave of any type are generally not accepted. Special situations may warrant exception however please note that <u>all</u> leave is unpaid.

*The Department of Parks' Lifeguard Service does not discriminate against any colleague or applicant for employment on the basis of race, colour, national origin, religion, sex, gender identity and/or expression, sexual orientation, age, disability or military status. The above Instructions inclusive of those organizations whom we utilize for our standards have defined conditions for certification which we mandate that candidates must meet to be considered for employment with the Department of Parks' Lifeguard Service

Seasonal Full-time Lifeguarding

Successful candidates will also be expected to work any 5 out of 7 days for a 40-hour work week in accordance with an approved schedule including holidays and overtime as needed. At any given time, Lifeguards may be required to work outside prescheduled hours (including holidays and overtime as needed).

Reserve Lifeguarding

The reserve Lifeguard program is designed to assist the seasonal full-time service on weekends, special occasions and holidays when needed as well as covering absences of seasonal full-time staff.

Seasonal full-time and reserve Lifeguards attend the same training course and meet the same standards as well as successfully passing all assessments in order to qualify. Minimum work hours = 8 hours per month.

Seasonal Volunteer Lifeguarding

Please note that volunteer Lifeguards must meet the same prerequisites and training requirements in addition to passing the same assessment tests as seasonal full-time Lifeguards in order to qualify. Minimum work hours = 8 hours per month. Lifeguards enrolled in the GEHI cannot

As leaders in water safety, the Department of Parks has incorporated the Royal Life Saving Society (RLSS) UK's National Vocational Beach Lifeguard Qualification (NVBLQ) as our entry level standard for Lifeguarding at our National Parks. Should a new applicant possess a valid RLSS NVBLQ, please be sure to include all details of it as part of your complete application. Possession of a valid NVBLQ will not be taken in lieu of a training course (please note section 12 above). Please contact the Lifeguard Superintendent for any further information.



APPLICATION FOR EMPLOYMENT: _____ FULL-TIME _____ RESERVE _____ VOLUNTEER SEASONAL SURF LIFEGUARD

All sections to be completed by Applicant ONLY

1a) PERSONAL DETAILS

Name:			
	FIRST	MIDDLE	LAST
Date of Birth:		Age:	Male 🗌 Female 🗌
	DAY/MONTH/YEAR		

Bermuda Social Insurance Number: _

SEE NO.17 OF RECRUITMENT INSTRUCTIONS

1b) CITIZENSHIP INFORMATION

Do you possess Bermudian status? YES If YES, go to **1d**) NO If NO, do you currently reside in Bermuda? YES If YES, go to **1c**) NO If NO, complete **1c**) and provide your legal address outside of Bermuda in section **1d**). A supplementary form will be sent to you to complete.

1c) IMMIGRATION STATUS Please check one box: SEE NO.2 OF RECRUITMENT INSTRUCTIONS I am a Spouse of a Bermudian I possess a Permanent Resident Certificate I have permission to Reside and Seek Employment None of the above

1d) ADDRESSES AND CONTACT INFORMATION

Home/Street Address: _

	Postal Coc	de:	
Mailing Address: (IF DIFFERENT THAN ABOVE)			
E-Mail Address:			
Home Telephone No:	Cell Telephone No:		
Have you been employed by this Department before? YES 🗌 NG	O 🗌 If YES, provide details: _		ELD, DATES, ETC.
2a) HEALTH STATUS – Applicants are required to be in good hea Do you have any allergies? YES NO If YES, provide details: Do you have any other medical conditions? YES NO If YES Do you require use of glasses/correctors? YES NO If YES			
2b) IMMUNIZATION STATUS			
Date of final Hepatitis B vaccination:		or Neve	r/Unknown
Date of most recent Tetanus/Diphtheria (Td) vaccination:	MM/YYYY MM/YYYY	_ or Neve	r/Unknown
Schools, Colleges, Universities attended	Full or Part-time	Entered	Left
		MM/YYYY	MM/YYYY
		-	
		MM/YYYY	MM/YYYY

Academic, Professional and Technical qualifications obtained (Please include any RLSS award cert names & #s.)	Date Obtained
	MM/YYYY
	MM/YYYY
	MM/YYYY
	MM/YYYY

ATTACH ADDITIONAL SHEET(S) IF NECESSARY

4) WORK EXPERIENCE - List all jobs held:

Name of Employer	Post Held	Date Started	Date Left and Reason for Leaving
		MM/YYYY	MM/YYYY
		MM/YYYY	
		MM/YYYY MM/YYYY	MM/YYYY MM/YYYY
5) VEHICLE/DRIVER'S LICENSE – Successf their designated area of work/duty.	ul candidates are resp	1	ATTACH ADDITIONAL SHEET(S) IF NECESSARY
Do you have a valid Bermuda Driver's Licens If YES, specify which one(s) including Driver			· · · · · · · · · · · · · · · · · · ·
6) SEASONAL EMPLOYMENT AVAILABIL 1 st May – 31 st October. Please be as specir program arrangements, recruitment selection	.ITY – The Lifeguard So fic as possible with yo	ervice generally pour dates in this	provides Lifeguard coverage between section as it will assist with the training
I am available to start working: <u>CAN YOU</u>	J START TRAINING AS		
My last available day of work is:		DAY/MONT	
Educational/additional commitments (if app I.E. DATES OF EXAMS, PRESENTATIONS, ETC. PROOF OF ATT		DAY/MONT	H/YEAR SEE NO.20 OF RECRUITMENT INSTRUCTIONS
7) PROFESSIONAL REFERENCES – Provide the Legislature, that can be contacted in references.	e TWO referees (i.e. cu erence to this applicat	urrent/previous s	
Address:			
Relationship:			2)
E-Mail Address:			
Name:FIRST	-	MIDDLE (OPTIONAL)	LAST
Address:			2)
Relationship:			2)
E-Mail Address: 8) HAVE YOU EVER BEEN CONVICTED BY] If YES, provide details:
9) SAFETY – Employees of the Department through to St. George's. Are you able to wor	of Parks' Lifeguard Se	rvice are require	d to work island-wide from Sandy's
10) NOTICE TO APPLICANTS – I CERTIFY, is true and of factual record. I understand t whether offered or in effect may be cance and have sought out clarification from th Instructions, I understand that refusal to ta result in applicants not being hired. I understand that reference information from my listed reference position applied for.	hat should the inform lled and result in imm le Department of Par ke a pre-employment erstand that the com e consent to the Go	nation prove to b nediate discharge rks for any point drug test or hav ppletion of this a povernment of Be	e incorrect or misleading, the appointment e. I have read the Recruitment Instructions ts of query. Having read the Recruitment re a positive pre-employment drug test will application does not constitute an offer of ermuda (Department of Parks) to obtain
Signature:		Date	DAY/MONTH/YEAR
Parent's Signature:		Date	e: DAY/MONTH/YEAR
REQUIRED I Additional Notes:	F APPLICANT IS UNDER 18		DAY/MONTH/YEAR
a) Résumés and any other additional inform b) <u>Only completed applications</u> should be a by either of the following methods:			
1) By Hand/Courier: Depa Ground 1 43 Ha		can do so when	
Recruitment Instructions. Please note that	this program is only a	vailable to qualify	ving returning BLS Lifeguards.



SUPPLEMENTARY FORM A: UNIFORM SIZING DETAILS

All sections to be completed by Applicant ONLY

1) PERSONAL DETAILS

Name:							
	FIRST	T		MIDDLE		LAS	
Date of Birth:	DAY / M	ONTH / YEAR		Age: _		Male	Female
2) TEE-SHIRT – UNIS Lifeguard staff tee; o		ter unisex					
	SM		MED		LG		XL
PLEAS	SE SELECT (🖌) ONE SIZ	E ONLY					
3) SWEATSHIRT/JAC Lifeguard staff swea		polyester/cot	ton/nylon b	lends			
PLEAS	SM SE SELECT (v) ONE SIZ	E ONLY	MED		LG		XL
4) SWIMSUIT – WOI Lifeguard TYR full (1		2) piece; duraf	fast lite/poly	vester/spa	andex/lycra/	nylon	
30 (XS)	32 (S)		34 (M)		36 (L)	38 (XL)
0/2		4/6		8		10/12	14/16
	SE SELECT (V) ONE SIZ						
5) SHORTS – WOME Lifeguard board sho			astic waistb	and with	drawstring f	or adiustable fit (3" inseam)
	SM (28-30in)		D (31-32in)		LG (33-34ir		(35-36in)
PLEAS	SE SELECT (V) ONE SIZ		((.,	
6) SHORTS – MEN'S Lifeguard pro short;		on finish; elast	tic waistban	d with dra	awstring (5.5	o" inseam)	
	SM (28-30in)	MED	0 (31-32in)		LG (33-34ir	ı) XL	(35-36in)
PLEAS	SE SELECT (V) ONE SIZ	E ONLY					
7) SHORTS – MEN'S Lifeguard board sho		eflon finish; el	astic waistb	and with	drawstring f	or adjustable fit (8 ½" inseam)
PLEAS	SM (28-30in) SE SELECT (1) ONE SIZ		D (31-32in)		LG (33-34ir) XL	(35-36in)
8) SWIM FINS– UNIS Rubber power fin fo women should selec	r Lifeguard daily				es) depict re	gular men's shoe	size. Please note that
	XS (3-4)		M (5-6)		MED (7-8	3) M	IED/LG (9-10)
	. ,						
PLEAS	SE SELECT (v) ONE SIZ		6 (11-12)		XL (13-14	F)	
9) CAP – UNISEX							
Lifeguard FlexFit cap)						
PLEAS	SE SELECT (✔) ONE SIZ	S/M (6 3/4 -	- 7 1/4)		L/XL (7 1	1/8 – 7 5/8)	
10) WIDE-BRIM HAT Lifeguard wide brim							
PLEAS	SE SELECT (V) ONE SIZ	S/M (7 – 7 e only	' 3/8)		L/XL (7 3	3/8 – 7 3/4)	
Additional Notes:						· · ·	
b) We have fou have had to on 4) if you	und that some for mix and match feel that you ma	emale employ sizes (tops & l ay fall in this c	ees that pre pottoms) in ategory. Aga	efer weari order to f ain; Lifegu	ng a two-pie ind an appro lards will hav	opriate fit. Please ve the opportunit	part of their duty uniform list your full (1) piece size ty to try on kit. ent at NJTROTT@GOV.BM



Department of Parks

<u>Consent Statement from Parent/Legal Guardian</u> <u>for Young Persons (under 18 years of age)</u>

The Department of Parks' Lifeguard Service maintains that the safety of our employees is one of our top priorities. We firmly believe that the protection of *young persons* (under 18 years of age) is part of that priority and it is our business to ensure that parents/legal guardians are aware of their child's intent with us-the potential employer.

We employ qualified Lifeguards as young as 16 years of age and although not required by law, we have adopted a policy that requires the written permission of a parent or legal guardian of a young person (under the age of 18) to allow them to participate in our training course and become gainfully employed seasonally (6 months or less) if selected/offered employment.

NOTICE TO PARENT/LEGAL GUARDIAN – I CERTIFY that I am aware of my son's/daughter's intent to participate in the Department of Parks' Lifeguard Service training course. I have read through the 2018 Lifeguard Service General Recruitment Instructions and to the best of my knowledge, believe that the content contained in my son's/daughter's application is a true and factual record including that he/she is fit to participate otherwise a medical practioner would have been consulted. I understand the above and therefore certify that I give informed consent for my daughter/son to participate with our program and related activities inclusive of workplace immunization programs (if applicable) and pre-employment drug testing as it relates to the Lifeguard training course and seasonal employment as a Lifeguard with the Department of Parks if offered:

Parent/Legal Guardian Signature:	Date:			
	DAY/MONTH/YEAR			
Parent/Legal Guardian (Print Name):				
, , ,				
Candidate's Name (Print Name):				