

Town of Manchester
 Department of Leisure, Family and Recreation
Recreation Division
 41 Center Street
 Manchester, CT 06040

May 2024

RE: Aquatic Staffing & Training for the 2024 Summer Season

Dear Summer Aquatics Personnel:

Below are mandatory training dates. Please make a note of the trainings you are required to attend. This will be your only notification of the training dates. Please note that all prospective personnel are required to complete a pre-employment swim test along with all other pre-employment training. Staff training is mandatory and required for employment.

Pre-employment training dates (dates subject to change):

DATE	TIME	TYPE OF TRAINING	SITE	WHO ATTENDS
June 3,5	4:00 – 9:00 p.m.	Lifeguard Recertification Class Fee: \$50	MHS Pool	Staff whose LG Certification due in 2024 Both Days: Mandatory
June 10,11	4:00 – 9:00 p.m.	Lifeguard Recertification Class Fee: \$50	MHS Pool	Staff whose LG certification due in 2024 Both days: Mandatory
June 10	5:30 – 7:30 p.m.	New Guard Orientation	MHS Pool	First Year Guards ONLY
June 12	5:30 – 8:30 p.m.	New Guard Orientation	Community Y	First Year Guards ONLY
June 17	6:00 – 8:00	Head Guard Training	Community Y	Head Guards ONLY
June 18	5:00 – 8:00 p.m.	Distribution of Uniforms/BBP/ Head Guards meet with Staff	Community Y	All Staff
June 18	10:00 a – 12:00 p.m.	WSI Workshop	Community Y	WSI's ONLY
June 27	6:00 – 8:00 p.m.	Staff Appreciation Night	Leisure Labs at Mahoney	All Staff
June 27	4:00 – 6:00 p.m.	Globe Hollow Orientation	Globe Hollow	Globe Hollow Staff
June 26	10:00 a – 12:00 p.m.	Salters Orientation	Salters Pool	Salters Staff
June 25	10:00 a.m.- 12:00 p.m.	Swanson Orientation	Swanson Pool	Swanson Staff
June 24	1:00 – 3:00 p.m.	Waddell Orientation	Waddell Pool	Waddell Staff
June 24	10:00 a – 12:00 p.m.	Marcy MacDonald	Marcy MacDonald Pool	Marcy MacDonald Staff
June 27	1:00 – 2:00 p.m.	Suspicious Persons Training	110 Cedar St Manchester, CT	NEW STAFF ONLY

Please turn OVER for important information regarding the above trainings.

TRAINING DESCRIPTIONS & DETAILS

Aquatics Supervisor Training: This training is required for all Head Lifeguards. This training session will offer leadership development and cover topic areas vital to the work of a Head Lifeguard such as: how to talk to patrons as a supervisor, leadership roles, how to transition as a first year into a leadership role, social media/ technology, dealing with the unknown and more.

Lifeguard Recertification Class: This class will be a two-day class that will recertify lifeguards whose certification will be up in 2024. This class will take place at the Manchester High School Pool. **Come prepared with a bathing suit, towel, and whistles.** If you are unsure about your certification date, you can go on the American Red Cross website and look up your certification. There will be NO OTHER recertification class offered. Please call or come by the Community Y or Center Springs to enroll in the class.

New Lifeguard Orientation: This training is mandatory for all first year and new hire lifeguards. The training will be facilitated by Aquatics Directors and Head Lifeguards. The training is designed to orient new hires to department rules and regulations, pool facilities, whistle commands and more. There will be two trainings one water base and one land based. First year guards need to attend both. Bathing suits required for the session held at Manchester High School.

Head Lifeguard Meeting: This meeting is mandatory for all head lifeguards. The meeting will take place at the Community Y.

WSI Workshop: This meeting is mandatory for all Water Safety Instructors who will be teaching swim lessons this summer. The meeting will take place at Leisure Labs at Mahoney Recreation Center in the Culture Lab. No bathing suits needed.

Uniform Distribution/BBP/Head Guards meet with staff: This training is mandatory for ALL aquatics staff. It will be held at the Community Y Recreation Center. At this time, you will receive all necessary paperwork and uniforms and BBP Training will be conducted. It will be **required** for all returning staff to have read the handbook by going to manchesterct.gov – residential services – recreation – part time employee portal and at the bottom will be the handbook. Have the handbook paperwork signed when coming to this training.

Pool Orientation: This training is required for ALL aquatics staff. The training will consist of LGT testing, physical endurance, EAP review, and scenario sessions. **Come prepared with a bathing suit, towel and whistles.** It is at this time that each pool will receive their equipment along with getting their facility ready for the start of the season. Head guards will go over expectations for staff and a full cleaning of the facility will occur at this time. In-service training and water rescues will be conducted. **Please see dates for your pool's specific time.**

Staff Appreciation Night: A night for all part time employees to come together and have fun. We will have dodgeball tournaments, three on three basketball tournaments, food, and Kona Ice. All food, drinks and Kona Ice will be complimentary.

Suspicious Persons Training: This is the only class that will be offered to aquatic personnel by the Manchester Recreation Department. *Please make a note of the location! * Attendance is mandatory for all **NEW HIRES.**

If you have any questions, please feel free to call me at (860) 647-3139 or email me at icharette@manchesterct.gov