

**TOWN OF GREENWICH
RECREATION PROGRAM
2 ACADEMY STREET
GREENWICH, NY 12834**

518-692-7137 ext. 103 kellie.blake@greenwichny.org

Thank you for your interest in becoming a staff member this summer! Below are some examples of requirements for our summer staff:

- ✓ Counselors must be at least 16 years of age
- ✓ Lifeguards must be at least 17 years of age and possess Lifeguarding, First Aid and CPR/AED for the Professional Rescuer Certifications. A copy of which must be included with this application.
- ✓ Staff members under age 18 must be able to provide working papers
- ✓ Counselors must be available July 1 – August 2, 2019 during the hours of 8:30 am - 12:00 am Mon-Thurs and 8:30 am - end of field trip on Fridays.
- ✓ Lifeguards must be available July 1 – August 2, 2019 during the hours of 11:30 – 3:30 Mon – Thurs.
- ✓ Staff shirts, bathing suits and name tags are made available at orientation – they must be worn every

Please complete the enclosed application in full and return it to Amy McPhail at the High School Office or Kellie Blake at the Greenwich Town Office. The deadline for all completed applications is April 1, 2019. If you have any questions, please contact Amy McPhail at the High School or Kellie Blake at the above phone number.

Job Descriptions:

**Arts & Crafts Counselor* - starting pay rate of \$10.00, responsible for keeping track of a specific group of children, assisting the Arts & Crafts Director with daily crafts for the campers. After campers have been dismissed responsible to help clean St. Joseph's Hall.

**Playground Counselor* - starting pay rate of \$10.00, responsible for keeping track of a specific group of children, acting as instructor for outdoor playground/game activities and keeping campers safe. After campers have been dismissed responsible to help clean St. Joseph's Hall.

All Counselors will take turns bringing children to the Food For Kids program and are responsible for their well-being while at lunch. Responsible for signing out the campers who are not attending the Swim Program that afternoon. **Also all counselors will attend Friday field trips.**

**Lifeguard*: - starting pay of \$11.00/hour, supervise participants of swim lessons and the public at the beach. While on duty lifeguards shall not be engaged in activities which distract them from the direct supervision of the waterfront(cell phones). Must hold CURRENT Lifeguarding, First Aid and CPR/AED Certifications.

**Water Safety Instructor (W.S.I.):* - starting pay of \$12.50/hour, supervise participants of swim lessons. Supervise lifeguards. Must hold CURRENT W.S.I., First Aid and CPR/AED Certifications

TOWN OF GREENWICH
SUMMER RECREATION EMPLOYMENT APPLICATION

NAME: _____ TODAY'S DATE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL ADDRESS: _____

PHONE NUMBER: _____ 2nd PHONE NUMBER: _____

DATE OF BIRTH: _____

Are you currently in college? _____ If so, what college? _____

What is your major? _____ Date home _____

POSITION APPLYING FOR (PLEASE CHECK ALL THAT APPLY):

Arts & Crafts Counselor _____

Playground Counselor _____

WSI _____

Lifeguard _____

Why do you want to work for us?

Why do you feel you should be hired?

Have you had any work experience in the field of childcare, recreation, or education?
(Be specific)

What do you consider the responsibilities are for the job(s) you are applying for?

Dates of any anticipated days off; also state the reason for the days off.

Hobbies, community involvement or volunteering?

Do you take any medications, have any serious limitations, medical problems or allergies that we should be made aware of? If so, please explain.

Are you certified in CPR, First Aid or Lifeguard? (Please attach copies of certificates or cards).

Are your immunizations up to date? Yes _____ No _____

What shirt size would you prefer? S _____ M _____ L _____ XL _____

What bathing suit size would you prefer?
(Lifeguards only) S _____ M _____ L _____ XL _____

PLEASE NOTE

Our Summer Recreation Program will run from Monday, July 1 through Friday, August 2, 2019. In order to be considered for a position in our program, you must return the completed application, **TWO "Reference Check"** forms and attach copies of any certifications you have no later than **April 1, 2019**. You may return the forms to Amy McPhail at the High School Office or to:

Kellie Blake
Town of Greenwich Recreation
Program
2 Academy Street
Greenwich, NY 12834

Please complete the "Reference Check Form". These references must consist of professional references, please no immediate family members. Examples of professional references: teachers, coaches, church leaders, employer.

PROFESSIONAL Reference Check Form

Name of **Reference**: _____

Phone: _____

Date: _____

Relationship to **Applicant**: _____

What are the applicant's strengths? _____

What are the applicant's weaknesses? _____

Please give job title & duties of applicant: _____

Please rate the applicant's performance by using the following scale: **1 lowest – 5 highest**:

<u>Performance</u>	Rating	Comments
Quality of work		
Attitude		
Suitability for position		
Initiative		
Attendance/Promptness		
Dependability		
Cooperativeness		
Communication		

Additional comments: _____

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Communication		

Additional comments: _____