

Job Title: Program Staff
Category: Department of Recreation: Part Time - Seasonal
Status: Position(s) Open until Filled
Salary: Commensurate with Experience



Description:

Town of Watertown is looking for individual(s) who can work effectively, safely and independently with children and adults in a variety of fun and exciting recreation programs, activities and special events. The successful candidate(s) will instruct, organize, and supervise a variety of recreation activities for our participants to meet the needs of our diverse residents of all ages.

Positions Include:

Program Staff, Park Ranger, Arts and Crafts Instructor, Drama and Music Instructor, Coaches, Officials, Scorers, Special Needs Instructor, Office Staff, Pre-K Instructor, Ski Staff, as well as other Special Talents.

Essential Duties, Knowledge and Responsibilities:

1. Knowledgeable of various recreational activities including skills and specialties.
2. Must perform their duties in accordance with policies, procedures, and regulations of the Town of Watertown and Department of Recreation.
3. Work schedule for this position is non-standard work week with flexible times and days including weekends and nights, up to 18 hours per week.
4. Regular and punctual attendance with outstanding communication skills.
5. Ability to work with staff and participants of different demographics in various environments
6. Organize, conduct and instruct diversified recreation activities
7. Must be organized and self-motivated
8. Perform necessary manual labor and skilled tasks that may require the lifting of heavy objects, stooping, bending and twisting.
9. Maintain records of programs' attendances and equipment
10. Enforce recreation policies, procedures and park rules for contracted facility and picnic renters as well as enforcement of safety and operating procedures.
11. Perform other such duties as may be assigned

Environmental Factors and Physical Requirements:

Work is primarily performed in a school facility, outdoor field or office environment but may have exposure to adverse weather conditions related to outdoor recreation events may occur. Work may require standing or walking for extended periods of time in a safe and effective manner and be available for emergency calls and situations.

Education and Experience:

One to three years or more of experience working in municipal parks, recreation, schools, athletic departments or in a business or field of expertise directly related to similar type services or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Licenses and Certifications:

Recommended to possess a valid driver's license with a clean driving record.
Must be able to obtain First Aid/CPR/AED Certification upon hire.
Must be able to pass a CORI and SORI investigation.

Special Requirements:

Town of Watertown application is available at www.watertown-ma.gov under Job Posting. An application with a cover letter, resume and references is accepted by email: recreation@watertown-ma.gov, (Fax) 617-926-6129 or at the Recreation Office, 149 Main Street, Watertown, MA 02472 Attn: Peter Centola, Director of Recreation. Additional documentation will be required upon conditional hire.

Application Deadline:

Successful Applicants will be hired on a rolling basis until positions are filled.

APPLICATION FOR EMPLOYMENT

Town of Watertown, Massachusetts

Personnel Office
149 Main Street
Watertown, MA 02472

Thank you for your interest in employment with the Town of Watertown. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.

PLEASE NOTE: The Town accepts applications for Advertised positions only. Applications must be returned to the address above by the advertised deadline for consideration.

INSTRUCTIONS: Each question should be fully and accurately answered. Please PRINT or TYPE, except for your signature on the back of the application. A separate application must be submitted for each position for which you are applying.

GENERAL

Position applying for: _____ Date of application: _____
Referral source: Newspaper ad ___ Online ad ___ Employee ___ Relative ___ Bulletin Board ___
(check one) Walk-in ___ Employment agency ___ School ___ Town Website ___ other ___
Name of source (if applicable): _____ Date available for work: _____

PERSONAL

Name: (First) _____ (Middle) _____ (Last) _____

Address: (Street) _____

(City) _____ (State) _____ (Zip) _____

Telephone: Home () _____ Cell () _____

Between 8:30 a.m. and 4:30 p.m. () _____

If this is your current place of employment, may we contact you there? Yes No

Email: _____

Are you age 18 or older? Yes No If no, list the date of birth: _____

Have you worked for the Town of Watertown before? Yes No

If yes, list: (dept.) _____ Dates of service: From: _____ To: _____

Were you in the U.S. Armed Forces? Yes No

If yes, which branch? _____ Dates of service: From: _____ To: _____

PRESENT AND PRIOR EMPLOYMENT

Please list below employers in consecutive order with present or most recent employer listed **FIRST**. Account for all periods of time between employment. A resume may be attached but **DO NOT** refer to the resume when completing all sections of this application. Use additional sheets if necessary.

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Mo./Yr.		
Type of Business:		
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Mo./Yr.		
Type of Business:		
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Mo./Yr.		
Type of Business:		
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Have you ever been forced to resign from any position? If yes, please give details:

SPECIAL SKILLS, APTITUDES, AND OTHER QUALIFICATIONS

List all skills aptitudes that make you a strong candidate for employment.

Typing speed: _____ words per minute Shorthand speed: _____ words per minute

Office machines you operate: _____

Computer skills: Macintosh IBM/Personal computers Mainframe/network

Software programs: Wordprocessing:

 Spreadsheet:

 Database:

 Graphics:

Driver's license number: _____ State: _____ Expires: _____ Class: _____

List any machinery or heavy equipment that you have operated efficiently: _____

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.):

EDUCATION

Circle highest grade completed:

High School 1 2 3 4 Vocational School 1 2 3 4 Undergraduate 1 2 3 4 Graduate 1 2 3 4

Name and Location of School	Graduate?
High School: _____ _____	Yes _____ No _____
Vocational School: _____ Major (s): _____ Degree: _____	Yes _____ No _____
Undergraduate College: _____ Major (s): _____ Degree: _____	Yes _____ No _____
Graduate College: _____ Major (s): _____ Degree: _____	Yes _____ No _____

Additional education and/or vocational, technical or military training relevant to the position:

**WATERTOWN RECREATION DEPARTMENT
EMPLOYMENT APPLICATION FORM (SPECIFIC SKILLS SECTION)
PLEASE PRINT**

NAME _____ **POSITION(S) APPLYING FOR:** _____

<u>Programs:</u> Program staff	<u>Pegusosette:</u> Director, Associate Director, Assistant Director, Office Manager, Specialist:	<u>Pegusosette Counselors:</u> Senior Counselor, Counselor, Junior Counselor, CIT – (Counselor in Training):
<u>Sport Programs:</u> Director, Coordinator, Counselor, Scorers, Timers, Officials:	<u>Special Needs:</u> Director, Assistant Director, Instructor:	<u>Supervisors:</u> Lead positions in implementing and supervising any program offered by the Department.
<u>Arts:</u> Arts & Crafts Instructor, Music, Drama:	<u>Park Ranger:</u> Park Ranger	<u>Park Instructor:</u> Park Instructor

SKILLS:

Crafts:	Bead Work:	Clay:	Paper Mache:	Painting:	Needle Work:
	Printing:	Carving:	Other:	Other:	Other:
Sports:	Basketball:	Baseball:	Bowling:	Field Hockey:	Gym/Ice Hockey:
	Soccer:	Softball:	Tennis:	Golf:	Other:
Performing Arts:	Music:	Dance:	Photography:	Drama:	Other:
	Explain:				

PHILOSOPHY: Describe how you could help this department if you were employed. Use a separate sheet of paper if needed

REFERENCES

Please exclude former employers or relatives.

Name and occupation	Address	Phone
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1)

2)

OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes No

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? Yes No

APPLICANT'S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Watertown to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release all of those persons, employers' references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand nothing in this employment application or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. Employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers' Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied.

Signature: _____

Date: _____

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL90-202 prohibits discrimination because of age.