

RECREATION DEPARTMENT

Summer 2019 Employment Application – Recreation Counselor

Please complete and submit the information listed below if you are seeking employment with the Wellfleet Recreation Department for the 2019 summer season, including those of you who have previously worked for the Department: **MAKE SURE TO COMPLETE THE ENTIRE APPLICATION (Including the questions highlighted in red)**

- **Town of Wellfleet Job Application (see official form below)**

SUMMER RECREATION COUNSELOR APPLICANTS:

Please fill out the attached questions sheet.

- **CPR and First Aide Certification (updated cards from the American Red Cross or comparable)**
- **Updated immunization records. (Obtain from school or family physician)**
- **Valid working papers for all applicants 18 and under.**
- **Birth Certificate (All applicants must be at least 15 years of age)**
- **One-page written Summary of your experiences working with children and why you want to be morning recreation counselor.**
- **Provide three written lesson plans for activities which you have coordinated for groups of children or participated in yourself which you could contribute to our summer recreation program. *Be as creative as possible or put a new twist on an old favorite.***
- **Describe any special skills you could bring to the program.**
- **Describe a “theme day” that you would be interested in coordinating. For example, “Harry Potter Day or “Pirate Day”**

All applicants, including those who worked for the department before, will be required to meet with me for an interview before being hired.

Please return all paper work to the Recreation Department as soon as possible to the following address:

Becky Rosenberg, Director
Wellfleet Recreation Department
300 Main Street
Wellfleet, Ma 02667

If you have any questions please don't hesitate to call me at (508) 349-0314 ext. 116, or E-Mail me at:

Becky.Rosenberg@Wellfleet-Ma.Gov.

JOB DESCRIPTION

Position: Recreation Summer Counselor

Objective: The Recreation Summer Counselor will plan and supervise activities for a specific age group in the Wellfleet Recreation Morning Summer Program.

Dates of Employment: July 1-August 16, 2019. Monday-Friday, usual hours 8:30-12:30, sometimes required to arrive earlier or stay later with notice
Employee must be available for any pre-program meetings during the week of June 24, 2019 and are REQUIRED to work at the Wellfleet Road Race on Sunday July 7, 2019 from 7:30 a.m. through 12 p.m. head counselors will be required to meet the entire week of June 24th.

Experience, Qualifications, Skills required:

- Positive, outgoing and enthusiastic behavior
- Availability to work all 7 weeks of the program preferred
- First Aid/CPR (*must be an active certification*)

Key responsibilities include:

- Ensuring all administrative requirements are completed in a timely manner, including lesson plan.
- Participating in staff meetings and in-service training sessions
- Representing the Wellfleet Recreation Swim Program in a positive and professional manner
- Auditory and visual ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior techniques.
- Specific Responsibilities:
- Assist with the planning and coordination of each weekly schedule at day camp, including planning and leading activities.
- Help the campers with daily self-maintenance tasks: i.e., collecting lunches upon arrival at camp and eating lunch together; helping your campers prepare for swimming; and being sure all personal belongings get home each night.
- Offer guidance in-group and camp-wide activities.
- Keep camp supplies and equipment in good shape, including putting them away when finished with a project.
- At all times be aware that you are a "model" to all campers and to other staff. No drinking, smoking, or drugs at any time.
- Participate in all training activities that are provided by the camp that aids you in personal growth and skill development (including pre-camp orientation).
- Overall safety of program participants
- Actively interacting with parents and students

Salary Range: \$11.00-\$15.00 per hour/commensurate with experience and certification level.



EMPLOYMENT APPLICATION

Please read this before filling out this application

The Town of Wellfleet does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender, age, sexual orientation or genetic information. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date _____

Name _____
Last First Middle

Address _____
Number/Street City/Town State Zip Code

Mailing Address _____
(If different) PO Box or Street Address City/Town State Zip Code

Age: _____

E-mail _____ Telephone (____) _____

Shirt Size: _____

Position(s) desired _____

Salary desired _____ Date Available _____

Social Security Number may be requested at a later date for a background check with your consent, or if individual is hired.

GENERAL INFORMATION

How were you referred to us?

- ☐ Self ☐ School/college
☐ Newspaper or other publication - Name _____
☐ Employee referral - Name _____
☐ Other _____

If you are hired and are under the age of 18, can you furnish a work permit?

Have you filed an application with the Town of Wellfleet before? _____

If yes, give date: _____

Have you ever been employed by the Town of Wellfleet before? _____

If yes, give date and department: _____

Are you employed now? _____

May we contact your present employer?

- ☐ Immediately
☐ After acceptance of employment
☐ No. If no, please give reason _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender, national origin, sexual orientation or genetic information.

#1

Employer: _____ Dates: From: _____ To: _____

Address: _____

Hourly rate/salary - Starting _____ Final _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

#2

Employer: _____ Dates: From: _____ To: _____

Address: _____

Hourly rate/salary - Starting _____ Final _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

#3

Employer: _____ Dates: From: _____ To: _____

Address: _____

Hourly rate/salary - Starting _____ Final _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

If you need additional space, please continue on a separate sheet of paper. Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking.

If applying for a clerical position, please answer the following questions

Can you type? (WPM) _____ Do you take dictation? (WPM) _____

Can you use a computer? _____

Are you proficient with Microsoft Office? _____

EDUCATION

HIGH SCHOOL Circle Last Year Completed 1 2 3 4

Complete Address _____

Graduated: Yes No Major Course _____

COLLEGE Circle Last Year Completed 1 2 3 4

Major Course of Study _____

Complete Address _____

Graduated: Yes No Degree or Certification received _____

OTHER SCHOOLS OR SPECIALIZED TRAINING

Circle Last Year Completed 1 2 3 4

Major Course of Study

Complete Address

Graduated: Yes No Degree or Certification received

POLYGRAPH TESTS – It is illegal for an employer to utilize a polygraph or any other testing device or written examination for testing truthfulness or honesty of anyone applying for a job or of those who are presently employed.

“It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.” (MGL 149 § 19B: Employee Polygraph Protection Act of 1988)

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title Company Telephone Years Acquainted

AGREEMENT

Please read before signing:

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

CERTIFICATION

I certify that all statements made in this statement are true, complete and correct to the best of my knowledge and belief and are made in good faith.

I authorize persons, schools, current employer and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Wellfleet with any relevant information which may be required to arrive at any employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Wellfleet against any liability that might result from requesting such information.

Signature _____ Date _____