Position: Recreation Summer Counselor - Summer of 2022

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

Dates of Employment: July 5-August 19, 2022. Hours are Monday-Friday, 8:30-12:30, and sometimes you will be required to arrive earlier or stay later with notice. Employee also must be available for any pre-program meetings the week before the program starts, MUST work at the Wellfleet Race on Sunday July 10, 2022, 7:30-11:30 a.m.

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)
- Experience working with children and managing groups of children preferred

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 planning and coordinating weekly schedule, including planning and leading activities.
- Help campers with daily self-maintenance tasks: i.e., collecting lunches upon arrival and eating lunch together; helping your campers prepare for swimming; and assuring all personal belongings are sent home.
- Offer guidance in-group and camp-wide activities.
- Keep camp supplies and equipment in good condition, putting equipment away when finished.
- Being a role model at all times to campers and 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: $14.50-$17.00 per hour/commensurate with experience and certification level.

RECREATION DEPARTMENT
Summer 2022 Employment Application – Recreation Counselor
Please complete and submit the information listed below if you are seeking employment with the Wellfleet Recreation Department for the 2022 summer season, including those of you who have previously worked for the Department:

SUMMER RECREATION COUNSELOR APPLICANTS:

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

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 paperwork 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: Recreation@Wellfleet-Ma.Gov.

Thank you,
Becky Rosenberg
Wellfleet Recreation Director
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 of 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 ____________________________________________

Address ____________________________________________

Mailing Address ____________________________________________

E-mail ____________________________________________ Telephone (_____) __________

Shirt Size: ____________________________________________

Position(s) desired ____________________________________________

Salary desired __________________________Date __________ Start Date __________ End Date __________

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? ___________ If yes, 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 ______________________