

GLASTONBURY PARKS & RECREATION DEPARTMENT



SUMMER EMPLOYMENT OPPORTUNITIES

2018

CLOSING DATE FOR APPLICATIONS IS FRIDAY, MARCH 23, 2018

HOW TO APPLY

The Glastonbury Parks & Recreation Department has openings for a number of summer jobs. The job listings describe the nature of the work, minimum requirements and starting pay rates. The length of employment, hours and starting dates vary depending on the position. **PROGRAM DATES SUBJECT TO CHANGE.**

Applications will only be accepted online:



For more information, contact the Parks & Recreation office at 860-652-7679.

DAY CAMPS

CAMP NURSE

\$40.00/Hour (PL)

NATURE OF WORK - Primarily responsible for daily contact, support and guidance in the area of camp healthcare. Assists with all of the department's camp programs with a rotating schedule. Programs run approximately eight weeks June 18-August 10. Hours vary Mon.-Fri. Approximately 20 hours per week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 8 WEEKS!** **MINIMUM TRAINING & EXPERIENCE:** CT RN License and one year of responsible experience working with children and adults in camp setting.

Apply Online!



PLAYGROUND HEAD LEADER

\$14.00/Hour (PF)

(Working with children who have just completed Kindergarten – Grade 5)

NATURE OF WORK - Responsible for planning and implementing activities in a summer recreation program. Group size is 50 children per session. Also responsible for the supervision of five (5) Playground Leaders at assigned site. Program runs six weeks June 18-July 27. Hours are Mon.-Fri. 8:30-3:00. Approximately 38 hours per week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 6 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have high school diploma or equivalent. Previous experience working with youth in a structured recreation program and supervising staff is helpful. Must possess or be willing to attain, prior to the start of the program, an American Red Cross Standard First Aid Certification.

Apply Online!



PLAYGROUND LEADER

\$11.00/Hour (PC)

(Working with children who have just completed Kindergarten – Grade 5)

NATURE OF WORK – Responsible for planning and implementing activities in a summer recreation program. Work under the direction of the Playground Head Leader. Program runs six weeks June 18-July 27. Hours are Mon.-Fri. 8:30-3:00. Approximately 35 hours/week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 6 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have completed high school and have knowledge of leisure activities. Previous experience working with children is helpful.

Apply Online!



CAMP DISCOVERY DIRECTOR

\$17.00/Hour (PJ)

(Working with children who have just completed Kindergarten – Grade 6)

NATURE OF WORK - Works under the general direction of the Program Coordinator. Work is subject to review for conformance to general policy, procedures and results obtained. Responsible for planning, implementing and evaluating a comprehensive day camp program. Group size is 120 children per session. Also responsible for the supervision of 30 staff including Assistant Directors, Program Instructors, Counselors and Junior Counselors. Program runs eight weeks June 18-August 11. Hours vary Mon.-Fri. 7:00-5:30. Approximately 40 hours per week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 8 WEEKS!** **MINIMUM TRAINING & EXPERIENCE:** Graduation from a college or university with a bachelor's degree in Education or a related field. Previous experience working with youth in a structured recreation program and supervising staff is helpful. Must possess or be willing to attain prior to the start of the program: First Aid, CPR and Medication Administration Certification.

Apply Online!



CAMP DISCOVERY ASSISTANT DIRECTOR

\$14.00/Hour (PF)

(Working with children who have just completed Kindergarten – Grade 6)

NATURE OF WORK - Works under the general direction of the Camp Discovery Director. Work is subject to review for conformance to general policy, procedures and results obtained. Responsible for assisting in the planning, implementing and evaluating a comprehensive day camp program. Group size is 120 children per session. Also responsible for assisting in the supervision of 30 staff including Assistant Directors, Program Instructors, Counselors and Junior Counselors. Program runs eight weeks June 18-August 11. Hours vary Mon.-Fri. 7:00-5:30. Approximately 40 hours per week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 8 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have high school diploma or equivalent. Previous experience working with youth in a structured recreation program and supervising staff is helpful. Must possess or be willing to attain prior to the start of the program: First Aid, CPR and Medication Administration Certification.

Apply Online!



CAMP DISCOVERY PROGRAM INSTRUCTOR

\$12.00/Hour (PD)

(Working with children who have just completed Kindergarten – Grade 6)

NATURE OF WORK – Responsible for planning and implementing activities in specific program area in a summer recreation program. Works under the direction of the Camp Discovery Director and Assistant Director. Program runs eight weeks June 18-August 10. Hours are Mon.-Fri. with varying shift between 7:15-5:15. Multiple positions available with approximately 27.5 hours/week. Please specify availability and desired area on application. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 8 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have completed high school and have previous experience working with children in structured recreation program.

Apply Online!



CAMP DISCOVERY COUNSELOR

\$11.00/Hour (PC)

(Working with children who have just completed Kindergarten – Grade 6)

NATURE OF WORK – Responsible for the supervision and safety of program participants. Assists in planning and implementing activities in a summer recreation program. Works under the direction of the Camp Discovery Director and Assistant Director. Program runs eight weeks June 18-August 10. Hours are Mon.-Fri. with varying shift between 7:15-5:15. Multiple positions available with approximately 30 or 37 hours/week. Please specify availability on application. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 8 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have completed high school and have previous experience working with children.

Apply Online!



CAMP DISCOVERY JUNIOR COUNSELOR

\$10.10/Hour (PA)

(Working with children who have just completed Kindergarten – Grade 6)

NATURE OF WORK – Responsible for assisting in the supervision and safety of program participants. Assists in planning and implementing activities in a summer recreation program. Works under the direction of the Camp Discovery Director and Assistant Director. Program runs eight weeks June 18-August 10. Hours are Mon.-Fri. with varying shift between 7:15-5:15. Multiple positions available with approximately 25 hours/week. Please specify availability on application. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 8 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have completed 10th grade and have previous experience working with children.

Apply Online!



MUSIC & ARTS CAMP EXTENDED DAY

(Traditional Day Camp Providing Afternoon Care for Music & Arts Campers)

MUSIC & ARTS EXTENDED DAY HEAD LEADER

\$14.00/Hour (PF)

(Working with children entering Grades 3-9)

NATURE OF WORK - Works under the general direction of the Program Coordinator. Responsible for planning and implementing activities in a summer recreation program. Group size is 50 children per session. Also responsible for the supervision of four (4) Leaders at assigned site. Program runs four weeks June 25 – July 20. Hours are Mon.-Fri. 11:45-4:15. Approximately 22.5 hours per week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 4 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have high school diploma or equivalent. Previous experience working with youth in a structured recreation program and supervising staff is helpful. Must possess or be willing to attain prior to the start of the program: First Aid, CPR and Medication Certification.

Apply Online!



MUSIC & ARTS EXTENDED DAY LEADER

\$11.00/Hour (PC)

(Working with children entering Grades 3-9)

NATURE OF WORK – Responsible for planning and implementing activities in a summer recreation program. Works under the general direction of the Head Leader. Program runs four weeks June 25 – July 20. Hours are Mon-Fri 11:45-4:15. Approximately 22.5 hours/week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 4 WEEKS!** **DESIRED TRAINING & EXPERIENCE:** Must have completed high school and have knowledge of leisure activities. Previous experience working with children is helpful.

Apply Online!



TEEN CAMP

L.I.T DIRECTOR

\$17.00/Hour (PJ)

NATURE OF WORK - Work is subject to review for conformance to general policy, procedures and results obtained. Responsible for the supervision of 8,9,10 grade Leaders in Training at Awesome Adventures Teen Camp and during on-site days at playgrounds. Work with L.I.T. program designed for teens wishing to gain experience in leadership training, emergency procedures, job interviewing skills, and other skills necessary to work for a summer camp. June 18-July 27, M-F 9:00-3:00. **DESIRED TRAINING & EXPERIENCES** - Graduation from a college or university with a Bachelor's Degree in Recreation, Special Education or a related field and one year of responsible experience working with teens. Must also possess, or be able to attain prior to the start of the program, a valid American Red Cross Standard First Aid and CPR Certificate, Medication Administration Certification and CT Motor Vehicle Operator's public service license. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 6 WEEKS!**

Apply Online!



TEEN CAMP LEADER

\$11.00/Hour (PC)

NATURE OF WORK - Works under the direction of the Teen Camp Coordinator. Camp runs for four weeks June 19-July 26 on T, W, TH from 9:00 a.m. - 3:00 p.m. Pre-season training and preparation required. **DESIRED TRAINING & EXPERIENCES** - Must have completed high school and have experience working with teens. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 6 WEEKS!**

Apply Online!



SPECIAL NEEDS CAMP

GROUP LEADER – SPECIAL NEEDS CAMP (CAMP SUNRISE)

\$12.00/Hour (PD)

NATURE OF WORK - Responsible for planning and implementing therapeutic recreational activities for special needs children in a day camp setting. Provide direction to volunteer staff. Program meets for seven weeks, June 18-August 3 M-F, 9-3:00 p.m. Pre-season training and preparation required. **DESIRED TRAINING & EXPERIENCE** - Graduation from high school or an equivalent education certificate and one year's experience working with special needs children in a structured therapeutic recreation program. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 7 WEEKS!**

Apply Online!



ASST. GROUP LEADER - CAMP SUNRISE

\$11.00/Hour (PC)

NATURE OF WORK - Responsible for assisting in the planning and implementing therapeutic recreational activities for special needs children in a day camp setting. Program meets for seven weeks, June 18-August 3 M-F, 9-3:00 p.m. Pre-season training and preparation required. **DESIRED TRAINING & EXPERIENCE** – Must have completed your freshman year of high school and have some experience working with special needs children. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 7 WEEKS!**

Apply Online!



AQUATICS

LIFEGUARD I

\$11.00/Hour (PC)

NATURE OF WORK - Responsible for supervising public in and around swimming facility, keeping accurate records and performing routine maintenance. Flexible schedule, full-time and part-time positions available, days, nights, weekend hours available, suits/uniforms provided, pre-season training provided, program runs June through Labor Day. *DESIRED TRAINING & EXPERIENCE* - Must possess current American Red Cross Lifeguard Training certificate, C.P.R. for the Professional Rescuer certification w/ AED, and Standard First Aid certification.

Apply Online!



SWIMMING INSTRUCTOR/LIFEGUARD II

\$12.00/Hour (PD)

NATURE OF WORK - Gives instruction in swimming; supervises children in lessons; maintains necessary records. May also have hours as a lifeguard. Hours depend on lesson schedules, suits/uniforms provided, pre-season training provided. Lessons run from June 19-August 10. Lifeguard positions run mid-June through Labor Day. *DESIRED TRAINING & EXPERIENCE* - Must possess current American Red Cross Lifeguard Training certificate, WSI certification, C.P.R. for the Professional Rescuer certification w/ AED and Standard First Aid certification.

Apply Online!



TENNIS

TENNIS DIRECTOR

\$18.00-\$28.00/Hour (PK)

NATURE OF WORK - Responsible for the day-to-day operation of the Town's tennis lesson programs. Spring and fall programs are on Saturday mornings for 5 weeks starting in mid-April and mid- September respectively. The summer program meets for 8 weeks on weekday mornings and evenings. Provides direction and supervisor to the Tennis Instructors. *DESIRED TRAINING AND EXPERIENCE*- Have a thorough knowledge of tennis strokes, rules and coaching techniques. Good organizational and communication skills, demonstrated leadership and supervisory skills as it related to coordinating tennis programs.

Apply Online!



TENNIS INSTRUCTOR

\$15.00-\$22.00/Hour (PI)

NATURE OF WORK - Gives instruction in tennis; supervises children in lessons; maintains necessary records. Spring and fall programs are on Saturday mornings for 5 weeks starting in mid-April and mid- September respectively. The summer program meets for 8 weeks on weekday mornings and evenings. Applicants may select part or all seasons. *DESIRED TRAINING AND EXPERIENCE*- Have a thorough knowledge of tennis strokes, rules and coaching techniques.

Apply Online!



PARK & FACILITY OPERATION POSITIONS

PARK MAINTAINER (SEASONAL)

\$11.00/Hour (PC)

NATURE OF WORK - Performs a variety of semi-skilled tasks in connection with the maintenance of public grounds, athletic fields, swimming facilities, cemeteries, and landscaped areas. Must possess a valid driver's license, and be at least 16 years of age (18 years old desired). *DESIRED TRAINING & EXPERIENCE* – Ability to understand and follow oral and written instruction, sufficient strength and physical agility to perform heavy physical labor; ability to work for extended period of time in all kinds of weather; and ability to learn to operate a wide variety of machinery and equipment. Seasonal: May-August, 40 hours per week with occasional weekend and evening hours as needed.

Apply Online!



GROUNDSKEEPER (SEASONAL)

\$15.50/Hour (PG)

NATURE OF WORK - Performs a variety of ground maintenance tasks, knowledge & skill in the use of hand tools, power equipment, tractor mowers & the methods of grounds & equip maintenance. *DESIRED TRAINING & EXPERIENCE* – Ability to perform heavy manual labor safely. Completion of 10th gr., 18 yrs. of age, & possess a valid driver's license. Seasonal: approximately April-October, 40 hours per week with occasional weekend and evening hours as needed.

Apply Online!



CUSTODIAN (SEASONAL)

\$15.66/Hour (P5)

NATURE OF WORK – Semi-skilled labor involving the custodial care of public buildings and routine maintenance tasks. *MINIMUM TRAINING & EXPERIENCE* – Must possess a valid driver's license, have completed 10th grade plus have some experience in custodial cleaning work. Seasonal work (mid-April – November) varies by location and specific assignment; part-time, both weekday and weekend hours available.

Apply Online!



APRIL VACATION MULCHING

\$10.10/Hour (PA)

NATURE OF WORK – Performs maintenance of landscape beds, weeding, mulching and raking during the April school vacation week (April 9-13, 2018). *MINIMUM TRAINING & EXPERIENCE* – Should have previous experience performing yard work, and be able to follow direction. Must be 15 years' of age or older.

Apply Online!



BOAT LAUNCH ATTENDANT

\$15.50/Hour (PG)

NATURE OF WORK – Directs vehicles with trailers to from around the boat launch area and manage parking. Collects fees, records attendance and cleans areas surrounding the boat launch and parking lots. Weekend and holidays hours from mid-May to early-October. *MINIMUM TRAINING & EXPERIENCE* – general understanding of boat launching, communication and writing skills. Must be 18 years' of age or older.

Apply Online!

