

Town of Holliston Parks & Recreation Job Openings 2017

Program Supervisors and Counselors

Counselors for Outdoors at Goodwill Park

Seasonal 19-26 hours per week

Oversee participants 4 years- 7 years. From 8/8:30 am ó 12:45/1:15 pm

Program set up week June 26- June30. Seven weeks: July 3-August 18

Certifications required: Current CPR/AED

Must be 16 years of age.

Counselors for Junior Patoma & Senior Patoma

Seasonal 30-38 hours per week

Oversee participants in grades 2-5 ó Junior Patoma or Grades 6 & 7 at Senior Patoma

From 8:15 am ó 3:15 pm

Program set up week June 26-June 30; seven week session: July 3-August 18

Certifications required: Current CPR/AED

Specialty Counselor Positions available at Junior Patoma:

Archery, tennis, games, and arts & crafts.

Archery Instructor requires special teaching certification.

Certifications required: Current CPR/AED

Must be 16 years of age.

Counselor for Sports Programming

Seasonal 20-30 hours per week

Oversee participants ages 7-12 years

9- 12 pm for multiple weeks during the summer

Training week June 26- 30

Certifications required: CPR/AED

Senior Patoma Supervisor

Seasonal 32-38 hours per week

Oversee staff and participants grades 6 & 7. From 8:15 am ó 3 pm.

Organize and oversee field trips twice a week.

Program set-up & staff training week June 26-30

Seven weeks July 3- August 14

Certifications required: Current CPR & First Aid

Must be 21 years of age.

Outdoors at Goodwill Program Supervisor

Seasonal 25-30 hours per week

Oversee staff and participants 4 years- entering first grade. From 8:00 am ó 1:15 pm.

Organize activities and schedules.

Program set-up & staff training week June 26-30

Seven weeks July 3 - August 14

Certifications required: Current CPR & First Aid

Must be 21 years of age.

Sports Program Supervisor

Seasonal 20-30 hours per week

Oversee staff and participants ages 7- 12 years. From 9- 12

Program and staff set up week June 26-30

Various weeks in the summer

Certifications required: Current CPR/AED & First Aid

Must be 16 years of age.

Waterfront Positions

Life Guard/Swim Instructor

Seasonal 30-40 hours per week, includes weekends

June 16- August 22

Ability to work with young children and secure safe waterfront environment.

Certifications: Current CPR, First Aid and American Red Cross Lifeguard Certification.

Must be 16 years of age.

Waterfront Supervisor

Seasonal 30-40 hours per week, includes weekends

June 12- August 22

Certifications: Current CPR, First Aid and

American Red Cross Lifeguard Certification

Oversee waterfront staff and Gate Guards/Concession Stand Staff.

Organize swim lessons, work with program supervisors.

Must be 21 years of age.

Gate Guard/Concession Stand Staff

Seasonal 20-32 hours per week, includes weekends

June 16- August 22

Oversees the public coming and going into two town beaches

& selling snacks to beach patrons.

Must be 16 years of age.

Expanded job descriptions can be found on our web

site: www.townofholliston.us/parks-recreation

Important Dates

Applications for all positions will be accepted beginning February 9, 2017.

Counselor applications will be accepted through April 3, 2017.

Any counselor applications submitted after April 3rd may be taken into consideration provided there are still job openings.

Waterfront, Lifeguard and Gate Guard applications will be accepted through June 1, 2017.

Applications are available on the Holliston Parks & Recreation web site:

www.townofholliston.us/parks-recreation

Please send applications to:

Holliston Parks & Recreation Department

1750 Washington St.

Holliston, MA 01746

For additional information please call 508-429-2149.

Resumes recommended with application.

Please write legibly.

CPR/AED classes are available through the Holliston Fire Department, Parks & Recreation and local hospitals.

Interviews will begin the week of March 13th and will continue through April 7th. Applicants will be contacted by email to set up an interview date and time, please make sure you print your email address legibly.

Parks & Recreation 2017
TOWN OF HOLLISTON
APPLICATION FOR EMPLOYMENT

Date Filed: _____

Position Desired: _____

Seasonal: _____

(Please be specific)

Last Name	First Name	Middle Initial
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Address Number and Street	City	State	Zip
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Home Phone #	Cell Phone #	email address
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Social Security No. _____ Veteran of U.S. Armed Forces? Yes___ No___

If hired, can you furnish proof that you are eligible to work in the United States? _____

Have you ever worked for the Town of Holliston before?

Department	Title	Dates
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Have you any relatives working for the Town of Holliston?

Department	Title	Dates
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PERSONAL REFERENCES List at least three persons who have known you for more than two years who may be contacted.

1. Name _____ Occupation _____

Address _____ Phone _____

2. Name _____ Occupation _____

Address _____ Phone _____

3. Name _____ Occupation _____

Address _____ Phone _____

QUALIFICATIONS

EDUCATION:

Name & Location of School	Did You Graduate	Type of Curricula	Dates From To
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Elementary:

Junior High/Middle:

Senior High:

College :	Major Subject:	Degree or Credits:
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Graduate School:

Other Training, Schools, Courses, etc.

Name or Class of any Certificate, License or Rating you hold	Certificate or License No.
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Other Skills, Talents, Proficiencies, etc., which may be applicable

EXPERIENCE

(In listing prior work experience, you may include work performed on a volunteer basis.)

Title of Present or Last Position	Name & Address of Employer	Full Time___ Part-time___
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Type of Business	Period Employed From To	Salary or Wage Starting Per Final
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Number & Kind of Employees Supervised by You	Name of Your Supervisor
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Description of Duties	Reason for Leaving
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MAY WE CONTACT? YES___ NO___

Title of Next Previous Position Name & Address of Employer Full Time___ Part-time___

Type of Business	Period Employed From To	Salary or Wage		
		Starting	Per	Final

\$ _____ \$ _____

Number & Kind of Employees Supervised by You	Name of Your Supervisor
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Description of Duties	Reason for Leaving
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\$ _____ \$ _____

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	\$		\$
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Number & Kind of Employees Supervised by You	Name of Your Supervisor
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Description of Duties	Reason for Leaving
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MAY WE CONTACT? YES___ NO___

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 (Massachusetts General Laws Chapter 149, Section 19B).

The answers to the foregoing are true and accurate to the best of my knowledge. I hereby authorize my prospective employer to verify the accuracy of all my pre-employment qualifications contained in this application. I understand that employment depends on acceptable results of a physical examination.

Applicant's Signature_____ Date_____

Return to Holliston Parks & Recreation 1750 Washington St., Holliston, MA 01746

PERSONNEL USE ONLY:

Job Title_____ Grade & Step_____

Starting Date_____ Starting Salary \$_____

Prior Service Time Credited_____

Employing Department/Agency_____