

# **Town of Holliston Parks & Recreation Job Openings 2016**

## **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 27- July 1. Seven weeks: July 5-August 19

Certifications required: Current CPR/AED & First Aid

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 27-July 1; seven week session: July 5-August 19

Certifications required: Current CPR/AED & First Aid

*Specialty Counselor Positions available at Junior Patoma:*

*Archery, tennis, games, and arts & crafts.*

Archery Instructor requires special teaching certification.

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 13- 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 10- 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 17- 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](http://www.townofholliston.us/parks-recreation)

### **Important Dates**

Applications for all positions will be accepted beginning February 10, 2016.

Counselor applications will be accepted through April 5, 2016.

Any counselor applications submitted after April 5th may be taken into consideration  
provided there are still job openings.

Waterfront, Lifeguard and Gate Guard applications will  
be accepted through June 1, 2016.

**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 & First Aid classes are available through the Holliston Fire Department  
and local hospitals.

**Interviews will begin March 8th and will continue through April 12<sup>th</sup>. 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 2016**  
**TOWN OF HOLLISTON**  
**APPLICATION FOR EMPLOYMENT**

Date Filed: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Seasonal: \_\_\_\_\_

(Please be specific)

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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

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?

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Department

Title

Dates

Have you any relatives working for the Town of Holliston?

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Department

Title

Dates

**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
Elementary:			From To

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Junior High/Middle:

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Senior High:

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

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Other Training, Schools, Courses, etc.

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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

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## 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	Salary or Wage
	From To	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\_\_\_

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Type of Business                              Period Employed                              Salary or Wage  
From    To    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\_\_\_

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Title of Next Previous Position      Name & Address of Employer      Full Time\_\_\_ Part-time\_\_\_

---

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

\$ \_\_\_\_\_ \$ \_\_\_\_\_

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Number & Kind of Employees Supervised by You                              Name of Your Supervisor

---

Description of Duties                              Reason for Leaving

---

MAY WE CONTACT? YES\_\_\_ NO\_\_\_

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Title of Next Previous Position      Name & Address of Employer      Full Time\_\_\_ Part-time\_\_\_

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

\$ \_\_\_\_\_ \$ \_\_\_\_\_

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Number & Kind of Employees Supervised by You                              Name of Your Supervisor

---

Description of Duties                              Reason for Leaving

---

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

Description of Duties                      Reason for Leaving

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**

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**PERSONNEL USE ONLY:**

Job Title\_\_\_\_\_ Grade & Step\_\_\_\_\_

Starting Date\_\_\_\_\_ Starting Salary \$\_\_\_\_\_

Prior Service Time Credited\_\_\_\_\_

Employing Department/Agency\_\_\_\_\_