

Town of Holliston

Parks & Recreation Job Openings 2021

Program Supervisors and Counselors

Counselors for Outdoors at Goodwill Park

Seasonal 19-26 hours per week

Oversee participants 4 years- 7 years. From 8am –1:15 pm

Program set up week June 28-July 2nd. Seven weeks: July 5-August 20

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 –Junior Patoma or Grades 6 & 7 at Senior Patoma

From 8:15 am – 3:15 pm

Program set up week June 28-July 2nd; Seven weekly sessions: July 5-August 20

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.

Senior Patoma Supervisor

Seasonal 32-38 hours per week

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

Program set up week June 28-July 2nd; Seven weekly sessions: July 5-August 20

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 – 1:15 pm.

Organize activities and schedules.

Program set up week June 28-July 2nd; Seven weekly sessions: July 5-August 20

Certifications required: Current CPR & First Aid

Must be 21 years of age.

Waterfront Positions

Life Guard/Swim Instructor

Seasonal 30-40 hours per week, includes weekends

May 23rd- August 30th (Weekends only first 4 weeks)

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

May 23rd- August 30th (Weekends only first 4 weeks) 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

May 23rd- August 30th (Weekends only first 4 weeks)

Oversees the public coming and going into two town beaches

& selling snacks to beach patrons.

Must be 16 years of age.

New Position for 2021

Maintenance Assistant

Up to 19 hours/week, includes some weekends

May 1st – August 20th (weekends only until school lets out)

Help keep parks and fields safe and looking clean, communicate with director about daily tasks as needed. Light manual labor required (raking, weeding etc)

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 8th 2021.

Counselor applications will be accepted through March 19th, 2021.

Any counselor applications submitted after April 1st may be taken into consideration provided there are still job openings.

Waterfront, Lifeguard and Gate Guard applications will be accepted through June 1, 2021.

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

www.townofholliston.us/parks-recreation

**Please Send/Bring applications to:
Holliston Selectmen's Office
703 Washington St (Town Hall)**

For additional information please call 508-429-2149.

Resumes recommended with application.

Please write legibly.

CPR/AED classes are available through the
Parks & Recreation and local hospitals.

**Interviews will begin the week of March 4th and will continue through March 31st.
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 2021
TOWN OF HOLLISTON
APPLICATION FOR EMPLOYMENT

Date Filed: _____

Position Desired: _____

Seasonal: _____

(Please be specific)

Last Name	First Name	Middle Initial
Address Number and Street	City	State Zip
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?

Department	Title	Dates
------------	-------	-------

Have you any relatives working for the Town of Holliston?

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 From To
---------------------------	------------------	-------------------	------------------

Elementary:

Junior High/Middle:

Senior High:

College :	Major Subject:	Degree or Credits:
-----------	----------------	--------------------

Graduate School:

Other Training, Schools, Courses, etc.

Name or Class of any Certificate, License or Rating you hold	Certificate or License No.
--	----------------------------

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___
-----------------------------------	----------------------------	---------------------------

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_____

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___

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___

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___

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 Select Board Office 703 Washington St., Holliston, MA 01746

PERSONNEL USE ONLY:

Job Title_____ Grade & Step_____

Starting Date_____ Starting Salary \$_____

Prior Service Time Credited_____

Employing Department/Agency_____