

# GLASTONBURY PARKS & RECREATION DEPARTMENT



## SUMMER EMPLOYMENT OPPORTUNITIES

2016

**CLOSING DATE FOR APPLICATIONS IS MARCH 4, 2016.**

### 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.

Interested persons may obtain an application at:

Glastonbury Parks & Recreation Department  
2143 Main Street  
Glastonbury, CT 06033.  
(Office hours are Mon.-Fri. 8:00 a.m.-4:30 p.m.)

Or from our website at [www.glastonbury-ct.gov/prjobs](http://www.glastonbury-ct.gov/prjobs)  
(Click Departments, Leisure & Culture, Parks and Recreation, Employment Opportunities).

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

# DAY CAMPS

## **BEHAVIOR SPECIALIST**

**\$17.00/Hour**

*NATURE OF WORK* - Primarily responsible for acting as a positive role model for youth and staff by providing leadership working with campers who have special needs and/or challenging behaviors. Assists with all of the department's camp programs with a rotating schedule to visit all programs. Position runs six weeks June 20-July 29. Hours vary Mon.-Fri. 9:00-1:00. Approximately 25 hours per week. Pre-season training and preparation required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 6 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.

## **PLAYGROUND HEAD LEADER**

**\$13.00/Hour**

*(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 20-July 29. 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.

## **PLAYGROUND LEADER**

**\$11.00/Hour**

*(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 20-July 28. 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.

## **MINI CAMP HEAD LEADER (Preschool)**

**\$13.00/Hour**

*(Working with 4&5 Year Olds entering Kindergarten in the Fall)*

*NATURE OF WORK* - Program runs four weeks June 27-July 22. Hours are Mon.-Fri. 9:30-12:30. Approximately 25 hours per week. Responsible for planning and implementing activities i.e. crafts, games, circle time, story time etc. Group size is 25 children per session. Also responsible for supervision of three (3) Recreation Aides at assigned site. Pre-season training and preparation is required. **YOU MUST BE AVAILABLE TO WORK THE ENTIRE 4 WEEKS!** *DESIRED TRAINING & EXPERIENCE:* Graduation from college with a bachelor's degree in Education or a related field. College students with experience may be considered. Previous experience working with young children and supervising staff is helpful. Must possess or be willing to attain, prior to the start of the program, American Red Cross Standard First Aid certification.

## **CAMP DISCOVERY ASSISTANT DIRECTOR**

**\$13.00/Hour**

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

*NATURE OF WORK* - Works under the general direction of the Camp Discovery Director. Responsible for assisting in the planning, implementing and evaluating a comprehensive day camp program. Group size is 100 children per session. Also responsible for the supervision of 5-13 Program Instructors/Leaders. Program runs eight weeks June 20-August 12. 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.

### **CAMP DISCOVERY PROGRAM INSTRUCTOR**

**12.00/Hour**

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

**NATURE OF WORK** – Responsible for planning and implementing activities in specific program area (Arts & Crafts, Sports, Outdoors or Music/Dance) in a summer recreation program. Works under the direction of the Camp Discovery Director and Assistant Director. Program runs eight weeks June 20-August 12. Hours are Mon.-Fri. with varying shift between 7:15-5:15. Multiple positions available with approximately 35 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 knowledge of leisure activities. Previous experience working with children is helpful.

### **CAMP DISCOVERY LEADER**

**\$11.00/Hour**

***(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 20-August 12. Hours are Mon.-Fri. with varying shift between 7:15-5:15. Multiple positions available with approximately 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 knowledge of leisure activities. Previous experience working with children is helpful.

## **MUSIC & ARTS CAMP**

### **MUSIC & ARTS CAMP INSTRUCTOR**

**\$1,460/Season**

**NATURE OF WORK** - Primary responsibility is for the planning, implementation, and evaluation of the curriculum in assigned subject area (music, art, dance or drama). Program meets for four weeks, June-July, M-F, 8:30-11:55 a.m. **DESIRED TRAINING & EXPERIENCE** - Bachelor's Degree in Education, Art, Physical Education, Music, Dance, or Drama. One year teaching experience in area of expertise.

### **MUSIC & ARTS CAMP TEACHER'S ASSISTANT**

**\$12.00/Hour**

**NATURE OF WORK** – Assists with the provision of art, dance, music, or drama instruction to youth in a camp type setting. Program meets for four weeks, June-July, M-F, 8:30-11:55 a.m. **DESIRED TRAINING & EXPERIENCE** – Must have completed high school or equivalent and should have experience working with children in a classroom or camp setting.

### **MUSIC & ARTS EXTENDED DAY HEAD LEADER**

**\$13.00/Hour**

***(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 five (5) Playground Leaders at assigned site. Program runs four weeks June-July. 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.

### **MUSIC & ARTS EXTENDED DAY LEADER**

**\$11.00/Hour**

***(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-July. 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.

## TEEN CAMP

### **TEEN CAMP LEADER**

**\$11.00/Hour**

*NATURE OF WORK* - Works under the direction of the Teen Camp Coordinator. Camp runs for four weeks June 21-July 28 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!**

## SPECIAL NEEDS CAMP

### **GROUP LEADER - CAMP SUNRISE**

**\$12.00/Hour**

*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 20-August 5 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!**

### **ASST. GROUP LEADER - CAMP SUNRISE**

**\$11.00/Hour**

*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 20-August 5 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!**

## AQUATICS

### **LIFEGUARD I**

**\$11.00/Hour**

*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.

### **SWIMMING INSTRUCTOR/LIFEGUARD II**

**\$12.00/Hour**

*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 23-August 14. 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.

## TENNIS

### **TENNIS INSTRUCTOR**

**\$15.00/Hour**

*NATURE OF WORK* - Gives instruction in tennis for children and adult tennis lessons in a variety of different levels; provides supervision, maintains necessary records, pre-season training provided. Spring program runs on Saturday morning mid-April through end of May. Summer program runs mid-June through mid-August. Morning and evening lessons are offered in the summer. Lessons run for 8 weeks. *DESIRED TRAINING AND EXPERIENCE*- thorough knowledge of tennis strokes, rules and techniques and the ability to communicate/teach tennis skills.

### **TENNIS DIRECTOR**

**\$18-\$28/Hour**

*NATURE OF WORK* – Responsible for planning and implementing the spring and summer tennis lesson programs. Gives instruction in tennis for children and adult tennis lessons in a variety of different levels; provides supervision, maintains necessary records, and trains staff. Spring program runs on Saturday morning mid-April through end of May. Summer program runs mid-June through mid-August. Morning and evening lessons are offered in the summer. Lessons run for 8 weeks. *DESIRED TRAINING & EXPERIENCE* – thorough knowledge of tennis strokes, rules and techniques and the ability to communicate/teach tennis skills. Must have previous teaching experience.

# **PARK & FACILITY OPERATION POSITIONS**

## **BOAT LAUNCH ATTENDANT (SEASONAL)**

**\$15.45/Hour**

*NATURE OF WORK* – Responsible for coordination and supervision of the boat launch and adjacent parking area. Collects permits and daily fees, records attendance and cleans and maintains the parking area. Must possess a valid driver's license and be at least 18 years of age. *DESIRED TRAINING & EXPERIENCE* – Ability to stand, walk or sit for prolonged periods of time in outside weather conditions, understand and relate to specific instructions, read and write English and be able to enforce policies and procedures. Seasonal: April-October; part-time hours; Saturdays, Sundays and holidays.

## **PARK MAINTAINER (SEASONAL)**

**\$11.00/Hour**

*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. *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 hrs./wk.

## **GROUNDSKEEPER (SEASONAL)**

**\$15.50/Hour**

*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 10<sup>th</sup> gr., 18 yrs. of age, & possess a valid driver's license. Seasonal approx. mid-April- mid Oct. 40hrs/wk.

## **GARDENER (SEASONAL)**

**\$16.51/Hour**

*NATURE OF WORK* – Performs a wide variety of skilled and semi-skilled tasks in the care and maintenance of planting beds, flowers, and shrubbery. *MINIMUM TRAINING & EXPERIENCE* – Must possess a valid driver's license, have completed tenth grade, be at least 18 years of age, and have previous experience in landscaping, plant or garden maintenance. Seasonal: mid-April – mid-October; approximately 16-20 hours/week, generally M-F with occasional weekend hours, as needed.

## **CUSTODIAN (SEASONAL)**

**\$15.01/Hour**

*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 10<sup>th</sup> 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.

## **LIGHT ATTENDANT (SEASONAL)**

**\$11.00/Hour**

*NATURE OF WORK* – Operates sports lighting system and scoreboard in outdoor recreation setting. *MINIMUM TRAINING & EXPERIENCE* – Must have completed 10<sup>th</sup> grade and be a minimum of 18 years of age. Seasonal mid-April through October, weekday evenings, part-time, up to 20-25 hours/week.