Summer Employment Opportunities

2020

Town of Burlington Parks and Recreation Department
61 Center Street, Burlington, MA, 01803

(781)270-1695
recreation@burlington.org
www.burlingtonrecreation.org

Facebook BurlingtonRecreation
Twitter Burlington_Rec
Instagram Burlington_recreation

The Town of Burlington is an Equal Opportunity Employer
The following are open positions for the 2020 summer season. You will find a brief description of job qualifications, duties, starting pay rate, and time frame of employment. Qualified returning staff members are given first consideration for all positions. New applications are being accepted starting March 1st, and the application process will be closed once all positions are filled. Job duties and time frame of employment are subject to change.

**Group 1**
Wading Pool Supervisor

**Group 2**
Tennis Instructor
Gymnastics Instructor

**Group 3**
Club Simonds Leader
Middle School Parks Leader
Mini Sports Leader
Outdoor Adventure Leader
Parks Place Leader
Summer Discovery Leader

**Group 4**
Inclusion Staff

**Group 5**
Club Simonds Unit Leader

**Group 6**
Lifeguard

**Group 7**
Club Simonds TR Coordinator

**Group 8**
Summer Program Director

**Group 9**
Summer Program Administrator

**Group 10**
Seasonal Maintenance Worker
Summer Program Descriptions

Club Simonds

This is a Monday - Friday program for children in grades K - 4. Participants must pre-register for this program. Once registered, kids are divided into 4 equal units by age. Days are spent playing games, making arts and crafts, cooking, going to the wading pool, taking small field trips and more!

Gymnastics

The Gymnastics program is held Monday - Thursday at Burlington High School during July and August. Participants are boys and girls in grades 1 - 12. Participants are placed in small groups and taught skills in progression with emphasis on teamwork, safety and fun.

Inclusion or Therapeutic Recreation (TR)

Our inclusion services are available to any individual with a disability who needs extra support to participate in any of our programs. We provide 1:1, 1:2, or any other form of support needed so participants of all abilities can be a part of our summer programs.

Middle School Parks

This program is for those in grades 5 - 8 and takes place Monday - Friday. The program brings middle school aged kids to different locations such as Laser Craze, Dave & Busters, Canobie Lake Park, Water Country and more.

Mini Sports

This program is for ages 4 to 5, Monday - Friday. This is a half day program in the morning. Participants spend their mornings learning a variety of sports skills and basic team strategies through unique games.

Park Place

This is a free drop-in program for all Burlington residents grade K - 5. Program takes place at 4 different parks around Burlington, Monday - Friday. Participants enjoy games, sports and crafts lead by staff.

Summer Discovery

This program is for 3 - 5 year olds and is offered Monday - Friday. This is a half day program in the morning. Pre-schoolers spend their mornings doing a variety of activities including group games, singing, arts and crafts and storytelling.

Tennis Instructor

The Tennis program is held Monday – Friday from 5 to 8 pm. Participants are boys and girls ages 4 - 16. Students are placed in small groups and taught skills in progression with emphasis on teamwork, safety, and fun.
Wading Pool

Our wading pool is open to Burlington residents free of charge. It is open 7 days a week from mid-June to late August. The pool is staffed with a supervisor but there is no lifeguard on duty.

**General qualifications and expectations pertaining to all positions:**

1. Summer applicants must be 16 years old by May 31st of the application year (unless otherwise noted).
2. All employees must be CPR, First Aid, and Epi Pen certified. Certification can be acquired after date of hire.
3. All employees are required to have a Massachusetts Criminal Background Check done.
4. All summer employees are required to attend an orientation before beginning at their program. Dates and times of orientation are TBD.
5. All summer employees are required to work at Celebrate Burlington, which is a full day event taking place the first Saturday in August with an inclement weather date of the first Sunday in August.
6. All employees will demonstrate knowledge of Parks and Recreation Department policies and procedures.
7. All employees will maintain a high level of dependability, responsibility and customer service.
8. All employees are expected to demonstrate a high level professionalism and represent the Town of Burlington and the Burlington Parks and Recreation Department appropriately both on the job and off.
Group 1

**Wading Pool Supervisor**

Starting Salary: $13.50  
Dates of Employment: Mid-June – Mid-August

**Qualifications**

1. Schedule varies; applicants must be available weekends, nights and days  
2. Must have ability to work independently

**Duties and Responsibilities**

1. Check in patrons entering the wading pool  
2. Demonstrate knowledge of wading pool rules, and enforce rules as necessary  
3. Demonstrate effective communication with both children and adults  
4. Other duties as requested

Group 2

**Tennis Instructor**  
**Gymnastics Instructor**

Starting Salary: $13.50  
Dates of Employment: June 22 – August 7

**Qualifications**

1. Possess knowledge, skills, and experience pertaining to your specialty  
2. Ability and eagerness to develop participant’s skills in your sport

**Duties and Responsibilities**

1. Demonstrate effective and developmentally appropriate teaching methods pertaining to your sport  
2. Identify safety concerns and provide safe instruction pertaining to your sport  
3. Assist program director in set-up, lesson development, instruction, and clean-up  
4. Provide first aid to participants as needed  
5. Other duties as requested
Group 3

Club Simonds Leader  
Middle School Parks Leader  
Mini Sports Leader  
Outdoor Adventure Leader  
Parks Place Leader  
Summer Discovery Leader

Starting Salary: $13.50  
Dates of Employment: June 22 – August 7

Qualifications

1. Prior experience with youth in a camp, school, or family setting is encouraged

Duties and Responsibilities

1. Demonstrate program specific knowledge, including schedule, procedures and rules  
2. Demonstrate developmentally appropriate interactions and instruction with participants  
3. Effectively communicate with coworkers, parents and participants  
4. Work directly under your director or unit leader to provide high quality and safe programming for participants  
5. Provide first aid to participants as needed  
6. Other duties as requested

Group 4

Inclusion Staff

Starting Salary: Negotiable based on experience  
Dates of Employment: June 22 – August 7

Qualifications

1. Experience working with adults or children with disabilities  
2. Applicants must be adaptable and have a willingness to work in varied settings at any time  
3. Must complete a Handle with Care training. Training can be completed after date of hire

Duties and Responsibilities

1. Work in a 1:1 or 1:2 setting to provide high quality care, assistance, supervision or instruction to participants with a disability  
2. Coordinate with other staff and parents to learn how to best integrate participants  
3. Other duties as requested
Group 5

**Club Simonds Unit Leader**

Starting Salary: $15.25  
Dates of Employment: June 22 – August 17

**Qualifications**

1. Experience in a supervisory position or past employment with our youth programs  
2. Must have a general knowledge of crafts, group games, special events and sports  
3. Strong leadership and communication skills

**Duties and Responsibilities**

1. Oversee and lead Club Simonds staff in your unit  
2. Oversee volunteers in your unit  
3. Plan and implement creative and developmentally appropriate daily plans  
4. Coordinate with TR staff and director to ensure activities are inclusive for all  
5. Evaluate program activities and make programmatic changes as needed based on feedback with the Club Simonds Director  
6. Other duties as requested

Group 6

**Lifeguard**

Starting Salary: $15.00  
Dates of Employment: June 22 – August 7

**Qualifications**

1. Must be Lifeguard Certified in open and still water  
2. Must have lifeguarding experience  
3. Must possess great judgement and problem solving skills  
4. Must be adaptable and willing to change between programs as needed

**Duties and Responsibilities**

1. Perform lifeguarding duties including assessing water conditions, scanning, enforcing rules, and performing saves in open and still water  
2. Administer swimming test to program participants to determine eligibility to swim without a support device  
3. Ensure safety of program participants in and around water at all times  
4. Assist program Leaders and Directors as necessary
Group 7

**Club Simonds TR Coordinator**

Starting Salary: $16.50  
Dates of Employment: June - August

**Qualifications**

1. Experience in a supervisory position  
2. Experience working with youth or adults with disabilities  
3. Must complete a Handle with Care training. Training can be completed after date of hire

**Duties and Responsibilities**

1. Answer directly to the Parks and Recreation Department’s Recreation Therapist to ensure quality integration of people with disabilities into the Club Simonds Program  
2. Oversee TR staff at Club Simonds  
3. Coordinate with the Club Simonds Director, unit leaders and staff to develop creative and safe methods of inclusion for people with all abilities  
4. Assist TR staff at Club Simonds as needed  
5. Other duties as requested

Group 8

**Program Director**

Starting Salary: $16.50  
Dates of Employment: June – August, with some preseason work

**Qualifications**

1. Experience working with children  
2. Experience in a supervisory position or previous employment in our youth programs  
3. Experience creating curriculums or program plans is preferred  
4. Must possess great judgement and problem solving skills  
5. Sports specific knowledge is required for Tennis and Gymnastics Director applicants

**Duties and Responsibilities**

1. Supervise, direct, and evaluate program staff and volunteers  
2. Interview volunteers and create a volunteer schedule  
3. Maintain records such as accident reports, disciplinary worksheets, volunteer hours and payroll sheets  
4. Plan and implement developmentally appropriate lessons or activities  
5. Inventory and maintain program equipment and supplies; order supplies when needed  
6. Ensure staff and participant safety at all times  
7. Answer directly to the Burlington Parks and Recreation Department’s Program Coordinator or Assistant Program Coordinator, and Summer Program Administrator. Give program feedback to superiors and implement programmatic changes as requested  
8. Other duties as requested
Group 9

Summer Program Administrator

Starting Salary: Negotiable based on experience
Dates of Employment: June – August with some preseason work

Qualifications

1. Experience working with children and/or adults in a supervisory role
2. Experience with our programs is strongly preferred
3. Strong written and oral communication skills
4. Must possess driver’s license and clean driving record
5. Ability to work a flexible schedule and assist in pre-summer planning

Duties and Responsibilities

1. Assist in the hiring, training, and supervising of all summer program staff and volunteers
2. Oversee the daily operations of all summer programs; assist program directors with day to day operations as needed
3. Assist with special events as needed
4. Advise and assist Program Coordinator and Assistant Program Coordinator with programmatic changes as needed
5. Coordinate all volunteers; ensure directors reach out to volunteers, gather and organize all volunteer evaluations and handle any day-to-day volunteer needs
6. Other duties as requested
Group 10

**Seasonal Maintenance Staff**

Starting Salary: $12.99  
Dates of Employment: April - August

**Qualifications**

1. Should be at least 18 years of age.  
2. Must possess and maintain a valid driver’s license and safe driving record.  
3. Working knowledge of the operation, practices and procedures used in general maintenance of park grounds and facilities.  
4. Working knowledge of the tools, materials, and equipment used in general maintenance work.  
5. Ability to perform manual labor and general maintenance and repair work.  
6. Ability to work a flexible schedule.

**Duties and Responsibilities**

1. Assists in the preparation, development and maintenance of park areas.  
2. Assists in the preparation of fields including picking up trash, dragging the fields, lining the fields.  
3. Assists in the installation and repair of all park structures.  
4. Repairs to playground equipment including repairing and painting picnic tables, park benches etc.  
5. Maintains and cleans outdoor shelters and restroom facilities and removes trash.  
6. Assists with horticultural activities including planting and weeding flower beds, planting and pruning trees, removing or replacing tree posts, tree/limb removal, chipping limbs, planting and maintaining shrubs, spraying herbicides and pesticides, picking up trash and landscape construction.  
7. Assists in the preparation, development and maintenance of all park sites by using string trimmers, edgers, and hand mowers; may receive training in the operation of riding mowers.  
8. Assists with equipment service and maintenance. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.  
9. Performs trash removal from park areas.  
10. Operates maintenance equipment such as pick-up trucks, tractors, mowers, trimmers, leaf blowers, edgers, box scrapers, tillers, aerators, sprayers, spreaders, wheelbarrows, hand tools and pruning tools.
# Application for Employment

The Town of Burlington is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, marital or veteran status, national origin, sex, age, disability, sexual orientation or any other class protected by federal, state or local law.

*Please PRINT - application must be filled out COMPLETELY*

**Date of Application: ____/____/_____**

## PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Name (Last, First, Middle):</th>
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<tbody>
<tr>
<td>Current Address (Street):</td>
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<td>City, State, Zip Code:</td>
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<td>Mailing Address, if different:</td>
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<td>Telephone (Primary):</td>
<td>Telephone (Alternate):</td>
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<td>Preferred Phone:</td>
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<td>Email Address:</td>
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**Are you legally eligible to work in the United States?**  
- Yes  
- No  

(proof of citizenship or immigration status will be required upon employment)

**If you are under 18 years of age, can you provide proof of eligibility to work?**  
- Yes  
- No

If hired, are you able to perform the essential job functions of the job you are applying for, with or without reasonable accommodation?  
- Yes  
- No

## EMPLOYMENT DESIRED

<table>
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<tr>
<th>Position Applying For:</th>
<th>Date Available:</th>
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<tr>
<td>Are you available to work:</td>
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- Full Time  
- Part Time  
- Evenings/Weekends  
- Temporary/Seasonal

Are you able to work overtime on evenings, weekends, and holidays if necessary?  
- Yes  
- No

How did you hear about the position?  

Have you ever been an employee of the Town of Burlington?  
- Yes  
- No

If yes, please give dates?  

From: ____/____/_____  
To: ____/____/_____

For which department?  

What position?  

**EMPLOYMENT EXPERIENCE**

*Please start with your present or last job. Include any job related military and/or volunteer assignments. This section must be completed in full. Please do NOT respond “see resume”.*

| Company Name: |  |
| City, State, Zip Code: |  |
| Telephone Number: | Supervisor: |
| Dates Employed (Mo/Yr): | May we contact this employer? □ Yes □ No |
| From: ______/______ To: ______/______ |  |
| Job Title: | □ Full Time □ Part Time (# hours/week ________ ) |
| Description of Duties: |  |
| Reason for Leaving or seeking other employment: |  |

| Company Name: |  |
| Street Address: |  |
| City, State, Zip Code: |  |
| Telephone Number: | Supervisor: |
| Dates Employed (Mo/Yr): | May we contact this employer? □ Yes □ No |
| From: ______/______ To: ______/______ |  |
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| Job Title: | □ Full Time □ Part Time (# hours/week ________ ) |
| Description of Duties: |  |
| Reason for Leaving or seeking other employment: |  |
### EDUCATION

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<th>SCHOOL</th>
<th>NAME AND LOCATION</th>
<th>COMPLETED?</th>
<th>DEGREE EARNED</th>
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<td>☐ Yes ☐ No</td>
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<td>College</td>
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<td>Graduate</td>
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<td>Vocational</td>
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Describe any specialized training, coursework or apprenticeships

List professional, trade, business or civic activities and offices held

### SPECIAL SKILLS AND OTHER QUALIFICATIONS

Please select the skills that are relevant to the position desired

- ☐ Microsoft Word or ☐ Other word processing software *(Specify):__________________________*
- ☐ Microsoft Excel or ☐ Other spreadsheet software *(Specify):__________________________*
- ☐ Microsoft PowerPoint or ☐ Other presentation software *(Specify):__________________________*
- ☐ Microsoft Access or ☐ Other database software *(Specify):__________________________*
- ☐ Other Technology
- ☐ Typing Speed *(Words per minute):__________________________*
- ☐ Foreign Languages *(Specify):__________________________*

Please list any other skills or abilities you feel relevant

- ____________________________
- ____________________________
- ____________________________
**LICENSES**

Do you have a valid driver’s license? □ Yes □ No Expiration date: ____________

What class of license do you possess? (check all that apply)

- □ Class D Expiration date: ____________
- □ CDL A Expiration date: ____________
- □ CDL B Expiration date: ____________
- □ CDL C Expiration date: ____________

Do you have any of the following licenses? (check all that apply)

- □ Hoisting
- □ Pesticide
- □ Playground Safety Certification
- □ Certified Pool Operator

Do you have any of the following Water Distribution licenses? (check all that apply)

- □ D-1
- □ D-2
- □ D-3

Do you have any of the following Water Treatment licenses? (check all that apply)

- □ T-1
- □ T-2
- □ T-3

Have you ever had your license or driving privileges revoked, suspended, or placed on probation? □ Yes □ No

If Yes, please explain. Include when, where and what action was taken:

*Do not list losses of licenses resulting from convictions of misdemeanors within the last 5 years or resulting from first convictions of simple assault, drunkenness, speeding, minor traffic violations, affray or disturbance of the peace.*

___________________________________________________________

___________________________________________________________

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**OTHER INFORMATION**

*Name of friends and/or relatives employed by the Town of Burlington:*

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**REFERENCES**

*Please list (3) three professional and/or business references only*

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APPLICANT’S STATEMENT

I acknowledge that the information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Burlington to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Burlington any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Burlington’s use only.

I hereby voluntarily release, discharge and exonerate the Town of Burlington, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Burlington.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require. In the event of my employment with the Town of Burlington, I will comply with all rules, regulations, and policies set forth in the Town of Burlington’s Personnel Rules & Regulations or other communications distributed by the Town of Burlington.

I agree to sign a Criminal Offender Record Information Release form and further authorize the Town of Burlington to conduct background checks that they deem necessary for evaluating your application for employment, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit reporting Act. If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I understand that employment with the Town of Burlington is "at will" which means that either you or the Town of Burlington can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute or agreement. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Town of Burlington has any authority to alter the foregoing.

__________________________
Signature of Applicant

__________________________
Date
Voluntary Affirmative Action Request Form

The Town of Burlington, as part of its commitment to Affirmative Action/Equal Employment Opportunity policies, invites you to provide the following information. The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel and is used to further the Town’s Affirmative Action/Equal Employment Opportunity policies. Your cooperation is appreciated.

Date: ____/____/____

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<thead>
<tr>
<th>Name (Last, First, Middle):</th>
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<td>Position Applied For:</td>
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<tr>
<td>Gender:</td>
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<tr>
<td>- Male</td>
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<tr>
<td>- Female</td>
</tr>
<tr>
<td>Ethnic Origin:</td>
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<tr>
<td>- White (Not Hispanic or Latino)</td>
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<tr>
<td>- Black (Not Hispanic or Latino)</td>
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<tr>
<td>- Hispanic</td>
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<tr>
<td>- Asian or Pacific Islander</td>
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<tr>
<td>- American Indian or Alaskan Native</td>
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<td>- Other (Please Specify):</td>
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<tr>
<td>Veteran Status:</td>
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<tr>
<td>- Veteran</td>
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<tr>
<td>- Disabled Veteran</td>
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