

Cohasset Recreation Summer Job Opportunities

Gain experience, earn money and serve the community while having a great time this summer. Enjoy the sunny weather, participate in summer activities with kids; help us pull off exciting special events and sports all while getting paid. We want your energy on our team!

Summer Program Dates

Dates: Monday, June 22nd to Friday, August 7th. There is no program on Friday, July 3rd.

Hours: Playground Program hours are from 9:00 AM to 3:00 PM.
The staff hours are from 8:45 AM to 3:15 PM.
Pre-School Program hours are from 9:00 AM to 12:00 Noon.
The staff hours are from 8:45 AM to 12:15 PM.

Positions Available:

Program Coordinators: Coordinators (3) positions are available to oversee the separate divisions: 3-5 yr old program (half day), 5-7 yr old program, 8-12 yr old program. Candidates must have experience in working with children of this age and supervisory skills for overseeing a staff. Pay ranges from \$11.00 to \$12.50 per hour based on experience. A full seven week commitment is required.

Program Counselors: Counselors (7) for the full day programs must be high school graduates and over the age of 18. Counselors (4) for the half day/pre school program must be at least 17 years of age. Previous experience working with children is a requirement. Pay ranges from \$10.00 to \$11.00 per hour based on experience. A full seven week commitment is required.

Support Staff: Junior counselor's positions (ages 16-18) are available to assist the program from 8:45 AM to 12:15 PM. Staff is assigned on a flexible rotating 2-3 day work week and its primary role is to walk children to and from the swim center and to chaperone field trips. Pay ranges from \$8.00 to \$9.00 per hour based on experience.

The primary responsibility of the staff is to supervise and lead children 3-12 through Playground Program activities such as games, sports, arts and crafts, songs, dance and drama, while providing a safe supervised environment for the children. Other responsibilities include assisting the Director and Coordinators, participating in training, maintaining records including weekly attendance reports, and accident reports, cleaning and maintaining the facility and grounds, enforcing the Recreation Department rules and policies regarding the Playground Program; and providing a high level of customer services for patrons and staff.

Tennis Staff: Youth Tennis instructors' (2) positions are available. Experience with tennis and working with children is a requirement. The program runs four days a week with Friday being a rain make-up date. Program hours are from 9:00 AM to Noon. Pay ranges from \$10.00 to \$12.00 per hour based on experience. A full seven week commitment is expected.

Requirements:

Orientation: A Mandatory orientation will held on Monday, June 8th from 6:00 to 9:00 PM and Friday, June 19th from 9:00 AM to approximately 12:00 PM at Cohasset Town Hall.

CORI: All candidates must successfully pass a CORI check prior to the job offer.

CPR: All candidates must have an up to date CPR certification. A June class will be offered free of charge to staff.

We are committed to assembling a diverse and dedicated staff with a positive group dynamic that will provide a safe and enjoyable environment for the children that attend the program. If chosen, you will be responsible for the safekeeping of Cohasset's most prized possessions - its children. This is a charge not to be taken lightly. The Recreation Department looks forward to selecting staff who truly enjoy being with children and who demonstrate the proper maturity, initiative, enthusiasm, and responsibility to make this the best summer ever.

Dates are subject to change based on the last day of school.

Cohasset Recreation Commission

41 Highland Avenue
Cohasset, MA 02025
(781) 383-4109

Date: _____

Name: _____
Last First Middle

Home Address Home Phone

Email Address Cell Phone

Are you over the age of 18? Yes ___ No ___ if not, state your age: ___ Social Security # _____

If applicable

School Address Phone Major Class

Work Address Phone Position

Position applying for: (check one)

Summer Program _____ Position _____ Tennis Instructor _____

Course Instructor _____ Course _____ Other _____

Level of Expertise _____

Level of Experience _____

Available for an interview _____

Available to begin work _____ End _____

Certificates: CPR _____ WSI _____ First Aid _____ Other _____

(dates of expiration) Affiliations _____

Have you ever applied to this town before? _____ Date: _____

Education

Name and Location Date Graduate(d) Activities

High School

College Degree

Other

Work Experience - Place an **X** by the employer(s) you do **not** want us to contact. Your work experience may include any verifiable volunteer work you have performed. List your most recent employer first.

1) Name/Address of Employer	Salary	Position	Reason Leave
_____	_____	_____	_____
Dates	Supervisor	Phone	Work Performed
_____	_____	_____	_____

2) Name/Address of Employer	Salary	Position	Reason Leave
_____	_____	_____	_____
Dates	Supervisor	Phone	Work Performed
_____	_____	_____	_____

3) Name/Address of Employer	Salary	Position	Reason Leave
_____	_____	_____	_____
Dates	Supervisor	Phone	Work Performed
_____	_____	_____	_____

4) Name/Address of Employer	Salary	Position	Reason Leave
_____	_____	_____	_____
Dates	Supervisor	Phone	Work Performed
_____	_____	_____	_____

Personal References: List three that are familiar with your leadership and character not related to you, whom you have known for at least one year.

	Name	Address	Number	Occupation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Emergency Contact Person			
Name	Relationship	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

Are you legally authorized to work in the United States? YES _____ NO _____
 If hired, you will be required to verify your identity and work authorization in compliance with the Immigration Reform and Control Act (IRCA).

Carefully Read all parts of this application form before signing

- I understand that acceptance of this application by the Town of Cohasset does not imply that I will be employed.
- The information that I provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- I understand that any offer of employment that I receive from the Town of Cohasset is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Cohasset receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry (CORI/SORI check) and/or credit check if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- In processing my application, the Town of Cohasset may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting: my present and former employers; individuals listed as business, educational or personal references; and other individuals to provide or further clarify information about me.
- I hereby release the Town, my present and former employers and all individuals contacted for factual information about me, from any and all liability for damages arising from furnishing the requested information.
- If employed by the Town of Cohasset, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a CORI/SORI and/or Credit check on me, investigate my driving record or verify my license(s) or certifications as required for employment at any time during my employment. I hereby authorize the Town to conduct a CORI/SORI and/or Credit check on me as a condition of applying for a position with the Town, where applicable, and agree to sign a CORI/SORI and/or Credit Request Form reflecting my authorization of the CORI/SORI and/or Credit check. I further release the Town and its agents from any and all potential claims associated with the Town's performing a CORI/SORI and/or Credit check on me in connection with my application for a position with the Town. As a condition of employment an employee may be required to provide additional or updated information and may require both drug testing and employment physical in order to allow us to have necessary information for making a proper decision or reasonable accommodations, if necessary.
- I understand that the Town of Cohasset is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My signature certifies that I have read and agreed with the above statements and all statements contained in this employment application.

Signature of Applicant: _____ Date : _____

Please Print Name: _____

The Town of Cohasset is an equal opportunity employer.