



Town of Westport

Parks & Recreation

SEASONAL EMPLOYMENT INFORMATION – SPRING AND SUMMER OF 2024

Dear Applicant:

Thank you for your interest in seasonal employment with the Westport Parks and Recreation Department. The following information is provided to assist you in understanding the application and hiring process:

General Information

Most applications are reviewed as they are received. Some, such as summer camp, are reviewed on a specific date which is detailed below. Applications will be retained on file through the end of the summer season and will be referred to as openings occur. If you need more specific information about the position you are applying for, contact the supervisor responsible for the position as listed in the contact box below. Every supervisor conducts potential employee searches differently so please feel free to follow up your application with an email. **It is best to submit your application as soon as possible as most positions will be filled by April 1, 2024.**

When completing the application, please do not state "anything available" under the desired position. It is best to be specific about which position you would like to be considered for. "Anything available" is too vague and you may be overlooked in the hiring process.

When filling out the application online, please note that you will need to save the completed application to your desktop and email it to us as an attachment. *Note, MAC users: Be sure to use Reader to fill out the application. Do not use Preview, which has a conflict with fill-in PDF's.* If you are handwriting your application, please use **PEN** and **WRITE LEGIBLY**. It is important for us to be able to read ALL of your information and in particular, your email address.

We communicate via email so it is important that you provide a current email address and make sure you check your email for updates on the status of your application. You may also email the appropriate supervisor to check on the status of your application.

Camp Counselors

All Camp Compo and RECing Crew counselor applications are due by March 1, 2024. Any applications received after this date will automatically be waitlisted. There will be approximately 25 positions available for Camp Compo and RECing Crew after returning staff is accounted for. Camp begins the week of June 24 and runs through August 9, 2024.

- a. Applications are reviewed and a limited number of applicants are selected for interviews with the camp directors and the program manager. **Not all applicants will be selected for a personal interview. Applicants will be contacted via email to let them know the status of their application so it is important that you provide a LEGIBLE email address in the application.** The selection process is based on the information the applicant provides on the application. The more information provided regarding experience and extra curricular activities will allow a more accurate evaluation. Generally, applicants who have completed at least their sophomore year in high school and have some experience with working with children will be considered. Please note, we will not consider an application for a camp counselor unless the applicant is at least 16 years of age due to Federal hiring laws. Due to the large volume of applicants, not every applicant will receive an interview. In years past, we have had over 100 applications. *Returning staff that complete and submit their application by the deadline will be considered before new applicants.*
- b. The camp season runs from June 24 through August 9 and applicants **must be available to work at least 6 of the 7 weeks of camp in order to be considered.** A work week is considered to be five days from Monday through Friday, 8:00 am – 4:00 pm.
- c. Interviews are then conducted in early April and jobs offered by the end of April.
- d. If you do not receive an interview, we will retain your application through the summer season. If selected applicants are offered positions and do not accept or if we have openings later in the season, we may contact you for an interview at a later date.
- e. The initial hiring process is completed by May 1, 2024.
- f. Starting pay for all first year counselors is \$15/hour.

THE FOLLOWING IS A LIST OF SUPERVISORS AND THE POSITIONS AVAILABLE:

Mike West, Field Superintendent – mwest@westportct.gov

- Athletic Field Maintenance
- Parks Maintenance

Michael Giunta, Waterfront Foreman – Mgiunta@westportct.gov

- Dock Attendants
- Lifeguards
- Pool Gate Guard

Carmen Roda, Operations Manager – croda@westportct.gov

- Parking attendants, security personnel and event staff
- Tennis Clerk

Max Robbins, Program Manager – Mrobbins@westportct.gov

- Camp Counselors
- Swim Instructors – Must have American Red Cross certification - WSI
- Tennis Instructors
- Miscellaneous programs
- Skate Park Instructors

MAC users: Do not use "Preview" to fill out form. Use Reader 7.0 or greater. Also, remember to save application before emailing is as an attachment.



**Town of Westport
Parks & Recreation**
Longshore Club Park, 260 Compo Road South, Westport, CT 06880
recreation@westportct.gov
(203) 341-5152

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, sexual orientation, handicap or veteran status.

APPLICATION FOR SEASONAL EMPLOYMENT

(Athletic Fields/Park Maintenance, Dock Attendant, Guest Services, Lifeguard Positions, Pool Gate Guard, Summer Camp Program Positions, Swim Instructors, Tennis Clerks). If an applicant needs assistance to complete application, please call the Parks and Recreation Office at (203) 341-5152.

POSITION FOR WHICH YOU ARE APPLYING _____

PERSONAL INFORMATION – PLEASE PRINT LEGIBLY AND IN PEN ONLY

DATE: _____

NAME: _____
First Middle Initial Last

HOME ADDRESS: _____
Street City/Town Zip Code

HOME PHONE #: _____ CELL PHONE #: _____

E-MAIL: _____

Do you hold a current motor vehicle driver's license? (May not be required for position) Yes ___ No ___

Operator Number _____ **State** _____

EDUCATIONAL BACKGROUND:

High School/Town/State _____

Did you graduate? Yes ___ No ___

College _____ Course of study _____

Degree – Yes ___ No ___

ADDITIONAL INFORMATION

Are you legally eligible for employment in the United States? Yes ___ No ___

Have you ever worked for the Westport Parks and Recreation Department? Yes ___ No ___

Dates of employment _____

Position held _____ Name of Supervisor _____

DATES YOU ARE AVAILABLE FOR EMPLOYMENT

BEGINNING _____ **ENDING** _____

Days: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___

Time: Days _____ Evenings _____

CERTIFICATES HELD (i.e., Lifeguard Training, CPR, First Aid, etc.) _____

PREVIOUS EMPLOYMENT – Please list past two employers

Employer Position Supervisor’s Name Phone /Email May we contact?

Job responsibilities included: _____

Employer Position Supervisor’s Name Phone/Email May We Contact?

Job responsibilities included: _____

OTHER EXPERIENCE – (Please list experience or skills relating to position desired)

PERSONAL REFERENCES:

1. _____

Name E-Mail Relationship Phone

2. _____

Name E-Mail Relationship Phone

SHIRT SIZE: S _____ M _____ L _____ XL _____ XXL _____

This section Lifeguards and Swim Instructors only:

SWIM SUIT: (Please check 1 or two piece) One Piece _____ Two Piece _____

SWIM SUIT SIZE: Male _____ 28 _____ 30 _____ 32 _____ 34 _____ 36 Female _____ 28 _____ 30 _____ 32 _____ 34 _____ 36 _____ 38

SIGNATURE MEANS YOU AGREE TO THE FOLLOWING:

- The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.
- I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.
- I authorize Parks & Recreation to conduct any appropriate background check (only if older than age 18). Employment is conditional upon successful completion of background.
- I authorize the Town of Westport to conduct reference checks; I give permission to the Town to review any records of past employers. A copy of this authorization can be used in requesting information on candidate.
- Some positions may require drug test, fingerprints, background investigation or medical examination.

SIGNATURE: Sign, or if submitting online, check box to indicate agreement _____

DATE: _____

FOR OFFICE USE ONLY

Account Number _____ Received Application _____
 Rate of Pay _____ Interviewed _____
 Starting Date _____ Ending Date _____ Date Hired _____

Hire () Rehire ()