

Town of Beekman Recreation & Parks

4 Main Street

Poughquag, NY 12570-9601

845-227-5783 845-227-9685F

rec@townofbeekman.com

www.townofbeekman.com



Beekman Rec provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

November 2011

Dear Prospective Staff Member:

Thank you for your interest in growing with us at Beekman Recreation & Parks! We have a great team of enthusiastic staff and volunteers that work together to provide a safe, warm and welcoming community in our parks and our programs.

Beekman Rec is a fun place to work and as a result our office receives MANY applications each year. This gives us the opportunity to look for the best candidates. Beekman residents are given first consideration. In addition, we look for:

- Youth who have grown in the leadership skills through Beekman Rec's Teen Leadership Council, or our Camp Leadership Programs (Leader-in-Training, Counselor-in-Training and Park Intern)
- Experience working with the public, especially with children
- Leadership experience in school clubs or sports
- Volunteer experience
- An excellent work ethic that can be verified by references from teachers, advisors, club leaders, supervisors, coaches (not friends or relatives)
- Initiative and interest in the position demonstrated by promptly and neatly completing all parts of the application and having the reference forms returned to us by your contacts
- Independence and confidence demonstrated when the applicant completes his/her own application and makes his/her own phone calls and appointments

All positions, the requirements for them and the dates of employment are on the attached materials. Please review them carefully before proceeding. If you would like to join us, please complete the attached application and distribute the 3 attached references to **non-relatives and non-peers** who can attest to your character, work ethic and ability to do the type of work you are applying to perform. The reference forms should be sent back by the persons completing them.

Once we have your application and references on file, they will be reviewed by a Supervisor here at the Rec. If the Supervisor believes you will be an asset to our Recreation programs, you will be called for an interview. Interviews will be held until all positions are filled. Time is of the essence. Hiring may begin immediately for management positions and on Jan. 17th for all other positions. Do not delay, complete your application today!

If you are offered a position there will be additional paperwork that will need to be completed prior to being placed on payroll, and there will be mandatory (and paid!) training sessions before you begin working with our patrons/campers/swimmers☺ If you have any questions please call the Recreation Office at 845-227-5783. I look forward to receiving your application soon.

Sincerely,

Jeanne Scigliano
Recreation Director

enc: Summary of Summer Positions and Summary of Fall, Winter & Spring Positions
Application
Three Reference Forms

The mission of the Town of Beekman Recreation & Parks Department is to provide recreational opportunities which will encourage a healthy and active lifestyle. We strive to promote lifelong leisure skills and to enhance the quality of life and sense of community for all residents of the Town of Beekman.



Town of Beekman Recreation & Parks

4 Main Street

Poughquag, NY 12570-9601

845-227-5783 845-227-9685F

rec@townofbeekman.com www.townofbeekman.com



Summary of 2012 Summer Positions

Depending on applicant pool, some positions will not be filled

Job Title	Dates Needed	Requirements: all positions require 3 written references from non-relatives and non-peers, a criminal background check, mandatory training supplied by the Rec, and the items listed here:
Senior Head Guard	June 20 through Labor Day part-time Some hours the week before to set up the waterfront	21 and over. Three seasons of previous waterfront experience as a lifeguard or aquatics director for camp or children's program. Meet Board of Health certification requirements for First Aid, Waterfront Lifeguard, WSI and CPR as well as be an instructor trainer for WSI (or equivalent).
Head Lifeguard		18 and over, minimum of 2 years experience as a lifeguard, meet Board of Health certification requirements for First Aid, Waterfront Lifeguard, WSI and CPR
Assistant Head Guard		18 and over, minimum of 2 years experience as a lifeguard, meet Board of Health certification requirements for First Aid, Waterfront Lifeguard and CPR
Lifeguard		16 and over, meet Board of Health certification requirements for First Aid, Waterfront Lifeguard & CPR
Park Manager		21 & over. Previous supervisory and/or recreational experience preferred. Ability to learn quickly, react calmly & effectively, work independently, take initiative, supervise & assist all seasonal staff, relate to patrons & plan programming
Assistant Park Manager		21 and over preferred. Previous supervisory and/or recreational experience preferred. Ability to learn quickly, react calmly and effectively, work independently, take initiative, supervise and assist staff, relate to patrons and plan programming.
Manager on Duty		18 and over. An experienced Park Attendant who would some days serve in this capacity
Park Attendant		16 years and over. Cheerful, honest, professional, able to work effectively with the public, math skills, integrity.
Day Camp Director	Pre-camp dates AND June 27-August 19, 8:30-4:30	21 & over & Bachelor's Degree preferred. At least 24 weeks of previous administrative or supervisory experience in camp or childcare setting, ability to plan, supervise, delegate, budget & build a team. RTE certification.
Day Camp Assistant to the Director		21 and over & Bachelor's Degree preferred. Minimum of 12 weeks experience working as a Counselor in a camp setting, ability to plan, supervise, delegate and support a team atmosphere. RTE certification.
Day Camp Leadership Coordinator		21 and over & Bachelor's Degree preferred. Previous experience in youth development programs, working with teens and leadership training. At least 24 weeks of previous administrative or supervisory experience in camp or childcare setting, ability to plan, supervise, delegate, budget and build a team. RTE certification.
Day Camp Specialty Counselor		16 and over. Role model who loves to help kids have fun, demonstrated skill in specialty area, ability to plan and delegate, experience in camping or supervision of children preferred.
Day Camp Counselor		At least 16 years of age. Role model who loves to help kids have fun, experience in camping or supervision of children preferred.
Swim Instructor/Life Guard		16 and over, meet Board of Health certification requirements for WSI, First Aid, Waterfront Lifeguard & CPR

2012 Staff Application



Town of Beekman Recreation & Parks
 4 Main Street, Poughquag, NY 12570-9601
 845-227-5783 845-227-9685F
rec@townofbeekman.com www.townofbeekman.com



Last Name	First Name	Middle Initial	Email
Home Phone	Cell Phone	Work Phone	
Street	Town	State	Zip
Non-Summer Position/s Desired			Summer Position/s Desired

Do you meet the minimum age requirement described in the position description? No Yes

Are you a resident of the Town of Beekman? No Yes

Have you been previously employed by the Beekman Rec No Yes: List years & positions: _____

Have you ever been convicted of a crime (other than traffic violations)? No Yes: please state offense: _____, date: _____ and location: _____. (A conviction record will not necessarily be cause for disqualification)

DESCRIBE YOUR AVAILABILITY FOR SCHOOL YEAR

Please indicate the days and times you are applying to work during the school year:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Mornings							
Afternoons							
Evenings							

INDICATE YOUR AVAILABILITY FOR THE SUMMER (*all are asked to work Community Day)

Week of June 10 to prep waterfront	___ Yes ___ No	Week of June 17	___ Yes ___ No
Opening half week June 20-23	___ Yes ___ No	Week of June 24	___ Yes ___ No
Week of July 1	___ Yes ___ No	Week of July 8	___ Yes ___ No
Week of July 15	___ Yes ___ No	Community Day* July 21	___ Yes ___ No
Week of July 22	___ Yes ___ No	Week of July 29	___ Yes ___ No
Week of August 5	___ Yes ___ No	Week of August 12	___ Yes ___ No
Week of August 19	___ Yes ___ No	Week of August 26 through Labor Day	___ Yes ___ No

Describe any leadership experiences you have had: _____

Please describe any interests or skills that you could share with Rec members: _____

List updated certifications, licenses and trainings (Please enclose a copy):

<u>Type</u>	<u>Expires</u>	<u>Type</u>	<u>Expires</u>
Drivers License # _____	_____	CPR (Type) _____	_____
State _____	_____	Lifeguard _____	_____
Community First Aid _____	_____	WSI _____	_____
AED _____	_____	Project Adventure _____	_____
RTE _____	_____		

EDUCATION

Name of Schools (High School, College, Graduate School)	Major area of study	Dates	Highest Grade Completed	Degree or Credits

EMPLOYMENT EXPERIENCE - *List most recent experiences first-enclose resume or use additional paper as needed*

EMPLOYER'S NAME , ADDRESS & EMAIL	POSITION/MAJOR RESPONSIBILITIES	REASON FOR LEAVING	
MAY WE CONTACT?	TYPE of BUSINESS	DATES EMPLOYED From To	SUPERVISOR'S NAME & PHONE
EMPLOYER'S NAME , ADDRESS & EMAIL	POSITION/MAJOR RESPONSIBILITIES	REASON FOR LEAVING	
MAY WE CONTACT?	TYPE of BUSINESS	DATES EMPLOYED From To	SUPERVISOR'S NAME & PHONE
EMPLOYER'S NAME , ADDRESS & EMAIL	POSITION/MAJOR RESPONSIBILITIES	REASON FOR LEAVING	
MAY WE CONTACT?	TYPE of BUSINESS	DATES EMPLOYED From To	SUPERVISOR'S NAME & PHONE

List 3 non-relatives and non-peers who can attest to your character, work ethic and ability to do the type of work you are applying to perform

NAME & EMAIL	ADDRESS	PHONES	POSITION/ TITLE

I certify that the statements made in this application (and any accompanying resume) are true and correct to the best of my knowledge. I understand that any misinformation, falsification or failure to disclose pertinent information will result in the termination of my services. I authorize all present or prior employers, educational institutions and the individuals listed by me on this application to release to Beekman Recreation any information relevant to this application, including information about my employment record, and hereby release them from liability and responsibility for doing so. To protect the people in our care, as well as the staff members and volunteers who serve them, we follow strict policies on abuse prevention. We do everything possible to screen out potential offenders and to prevent abuse from occurring to people in our care. I understand that Beekman Rec reserves the right to conduct a criminal background check and that by signing this application I consent to blood and alcohol testing and that failure to submit to such testing immediately shall be grounds for dismissal. I understand that any offer of employment is contingent upon my supplying documentation to substantiate my identity and employment eligibility sufficient to complete the I-9 Form required by the Federal Immigration and Control Reform Act of 1986.

Signature

Date



Town of Beekman Recreation & Parks

4 Main Street

Poughquag, NY 12570-9601

845-227-5783 845-227-9685F

rec@townofbeekman.com www.townofbeekman.com



REQUEST FOR REFERENCE for 2012 Staff Position

The person named below has given your name as a reference in applying for a position in the Town of Beekman Recreation & Parks Department. It is important that Rec staff are hard working, honest, creative, respectful and responsible. We appreciate your evaluating as carefully as possible the applicant. Our consideration for employment of the applicant depends on your response. Your prompt attention to this matter will be appreciated. Thank you very much for your time and consideration.

APPLICANTS: Complete this box before distributing

I _____ am applying to be a _____
Applicant's Name List positions applying for

at the Town of Beekman, Recreation & Parks Department. I request that _____
complete this form as a reference for this position/s.

_____ I have retained my right of access to this reference

_____ I have waived my right of access to this reference

Date _____ Applicant's Signature _____

REFERENCES: Complete this section and back side of page

1. How long and in what capacity have you known the applicant? _____

2. If applicant worked for you, would you rehire? Yes _____ No _____ Explain: _____

3. The Parks are drug, alcohol and smoke-free facilities. How would the applicant fit in in such an environment? _____

4. To your knowledge, what is the ability of the applicant to get along with:
children: _____
peers: _____
adults of a different generation: _____

OVER PLEASE

5. Please indicate your judgment of the applicant in the following areas:

	Excellent	Good	Weak	No Opportunity to know	Comments
Courteousness					
Friendliness					
Work ethic					
Respectful					
Communication skills					
Exhibits initiative/is a self-starter					
Completes undesirable tasks cheerfully					
Creativity					
Demonstrates responsibility					
Cooperates well with co-workers					
Has a positive attitudes toward persons of other races, nationalities and religions					
Willingly and cheerfully follows direction and advice from a supervisor					
Has ability to relate well with adults					
Has ability to relate well with children					
Willingly accepts criticism and improve					
Exhibits common sense					
Demonstrates maturity					
Has integrity					
Exhibits loyalty					
Can be flexible					
Has a positive attitude					
Is Prompt					

6. How would you rate applicant as a potential Recreation & Parks staff member and year-round role model?

_____ Below Average

_____ Above Average

_____ Average

_____ Exceptionally Qualified

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to work with in a recreational setting.

Signature _____ Occupation: _____

Home Phone _____ Work Phone _____ Cell _____

Address _____ Town _____ State _____ Zip _____

Email _____ Date _____

Office Use ONLY

Reference Verified: _____ Date: _____ Supervisor: _____

Comments:



Town of Beekman Recreation & Parks

4 Main Street

Poughquag, NY 12570-9601

845-227-5783 845-227-9685F

rec@townofbeekman.com www.townofbeekman.com



REQUEST FOR REFERENCE for 2012 Staff Position

The person named below has given your name as a reference in applying for a position in the Town of Beekman Recreation & Parks Department. It is important that Rec staff are hard working, honest, creative, respectful and responsible. We appreciate your evaluating as carefully as possible the applicant. Our consideration for employment of the applicant depends on your response. Your prompt attention to this matter will be appreciated. Thank you very much for your time and consideration.

APPLICANTS: Complete this box before distributing

I _____ am applying to be a _____
Applicant's Name List positions applying for

at the Town of Beekman, Recreation & Parks Department. I request that _____
complete this form as a reference for this position/s.

_____ I have retained my right of access to this reference
_____ I have waived my right of access to this reference

Date _____ Applicant's Signature _____

REFERENCES: Complete this section and back side of page

- How long and in what capacity have you known the applicant? _____

- If applicant worked for you, would you rehire? Yes _____ No _____ Explain: _____

- The Parks are drug, alcohol and smoke-free facilities. How would the applicant fit in in such an environment? _____

- To your knowledge, what is the ability of the applicant to get along with:
children: _____
peers: _____
adults of a different generation: _____

OVER PLEASE

5. Please indicate your judgment of the applicant in the following areas:

	Excellent	Good	Weak	No Opportunity to know	Comments
Courteousness					
Friendliness					
Work ethic					
Respectful					
Communication skills					
Exhibits initiative/is a self-starter					
Completes undesirable tasks cheerfully					
Creativity					
Demonstrates responsibility					
Cooperates well with co-workers					
Has a positive attitudes toward persons of other races, nationalities and religions					
Willingly and cheerfully follows direction and advice from a supervisor					
Has ability to relate well with adults					
Has ability to relate well with children					
Willingly accepts criticism and improve					
Exhibits common sense					
Demonstrates maturity					
Has integrity					
Exhibits loyalty					
Can be flexible					
Has a positive attitude					
Is Prompt					

6. How would you rate applicant as a potential Recreation & Parks staff member and year-round role model?

_____ Below Average

_____ Above Average

_____ Average

_____ Exceptionally Qualified

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to work with in a recreational setting.

Signature _____ Occupation: _____

Home Phone _____ Work Phone _____ Cell _____

Address _____ Town _____ State _____ Zip _____

Email _____ Date _____

Office Use ONLY

Reference Verified: _____ Date: _____ Supervisor: _____

Comments:



Town of Beekman Recreation & Parks

4 Main Street

Poughquag, NY 12570-9601

845-227-5783 845-227-9685F

rec@townofbeekman.com www.townofbeekman.com



REQUEST FOR REFERENCE for 2012 Staff Position

The person named below has given your name as a reference in applying for a position in the Town of Beekman Recreation & Parks Department. It is important that Rec staff are hard working, honest, creative, respectful and responsible. We appreciate your evaluating as carefully as possible the applicant. Our consideration for employment of the applicant depends on your response. Your prompt attention to this matter will be appreciated. Thank you very much for your time and consideration.

APPLICANTS: Complete this box before distributing

I _____ am applying to be a _____
Applicant's Name List positions applying for

at the Town of Beekman, Recreation & Parks Department. I request that _____
complete this form as a reference for this position/s.

_____ I have retained my right of access to this reference
_____ I have waived my right of access to this reference

Date _____ Applicant's Signature _____

REFERENCES: Complete this section and back side of page

- How long and in what capacity have you known the applicant? _____

- If applicant worked for you, would you rehire? Yes _____ No _____ Explain: _____

- The Parks are drug, alcohol and smoke-free facilities. How would the applicant fit in in such an environment? _____

- To your knowledge, what is the ability of the applicant to get along with:
children: _____
peers: _____
adults of a different generation: _____

OVER PLEASE

5. Please indicate your judgment of the applicant in the following areas:

	Excellent	Good	Weak	No Opportunity to know	Comments
Courteousness					
Friendliness					
Work ethic					
Respectful					
Communication skills					
Exhibits initiative/is a self-starter					
Completes undesirable tasks cheerfully					
Creativity					
Demonstrates responsibility					
Cooperates well with co-workers					
Has a positive attitudes toward persons of other races, nationalities and religions					
Willingly and cheerfully follows direction and advice from a supervisor					
Has ability to relate well with adults					
Has ability to relate well with children					
Willingly accepts criticism and improve					
Exhibits common sense					
Demonstrates maturity					
Has integrity					
Exhibits loyalty					
Can be flexible					
Has a positive attitude					
Is Prompt					

6. How would you rate applicant as a potential Recreation & Parks staff member and year-round role model?

_____ Below Average

_____ Above Average

_____ Average

_____ Exceptionally Qualified

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to work with in a recreational setting.

Signature _____ Occupation: _____

Home Phone _____ Work Phone _____ Cell _____

Address _____ Town _____ State _____ Zip _____

Email _____ Date _____

Office Use ONLY

Reference Verified: _____ Date: _____ Supervisor: _____

Comments: