

**Town of Deep River**  
**Parks & Recreation Department**  
Currently recruiting for the following summer positions

**2019 Youth Summer Camp-**

Summer Camp runs tentatively from Wednesday, June 19<sup>th</sup> through Friday, August 16<sup>th</sup> 2019, M-F. No camp on Thursday, July 4<sup>th</sup> or Friday, July 5<sup>th</sup>. Please see job descriptions for minimum availability requirements.

**CIT (Counselor-in-training):** The CIT program is a volunteer program designed to give participants experience working at a summer camp. CITs will be assigned to shadow a counselor and work directly with a group of children. CITs will go to program areas with their group, swim with campers, assist with running special activities, and help with pick up time. The primary goals of the program are to help volunteers develop as leaders, teachers and positive role models, and to understand what goes into making camp an unforgettable experience for the young people in our care. CITs must enjoy working with children, be willing to take initiative and work hard, display outstanding character, and be enthusiastic, creative, self-directed learners. Position requires demonstrating patience and fairness while working closely with campers to insure that their camp experience is fun, rewarding and safe. CIT's must abide by the rules and regulations set forth in the staff handbook. Preference will be given to Deep River Residents.

**Volunteer Hours:** Monday-Friday 8:15--3:30 PM; Hours may vary slightly due to early camp option and weekly field trip; CIT's have the option to attend the weekly full day field trips. Half Day options are available.

**Volunteer Commitment:** Must be able to commit to a minimum of three out of the nine weeks, June 19 - August 16. It is preferred that they be consecutive. Please indicate which weeks you are available on the application. Also, candidates must be available to attend a mandatory staff training session on Tuesday evening, June 11, 2019.

**Eligibility:** Open to 14 to 17 year olds who have completed eighth grade.

**Camp Counselors:** Two categories are identified-Senior Counselors and Junior Counselors.

**Junior Counselors:** Ideal candidates for junior counselor will have a minimum of two years' experience as a Counselor in Training (CIT) or previous experience as a camp counselor. The person in this position must be able to move about in both indoor and outdoor conditions. The person must have good communication skills and recognize the needs of the campers in their care. The ideal candidate will be at least 16 years or entering the 11<sup>th</sup> grade. All staff is expected to be positive role models for the campers and participate in the daily camp activities. Staff is also expected to contribute program ideas, be flexible, maintain a positive attitude, have patience, display fairness, be on time, be willing to help with clean-up duties when needed and abide by the rules and regulations set forth in the counselor handbook. Applicants must have current first aid and CPR training.

**Senior counselors:** In addition to the requirements above, candidates for senior counselor must have 3 or more years serving in the role of CIT/Junior Counselor. The ideal candidate will be at least 18 years old or a high school graduate.

All staff will be required to attend mandatory staff training on Tuesday, June 11, 2019.

Counselors are required to be available, at a minimum, for at least 6 weeks of the summer camp session. Preference will be given to Deep River Residents. Counselors are paid positions. Hourly rate is based on number of years of experience.

**Senior Counselor Hours:** Monday-Friday 8:15-3:45PM; Hours may vary slightly due to early camp option and weekly field trip.

**Junior Counselors:** Monday-Friday either full (8:15-3:45PM) or half day (8:15-12:00PM;11:45-3:30PM) options will be offered as available.

**Counselor Commitment:** Must be able to commit to a minimum of six out of the nine weeks, June 19 - August 16. Please indicate which weeks you are available on the application. Also, must be available to attend a mandatory staff training session on Tuesday evening, June 11, 2019.

**Eligibility:** Open to 16 year olds, (who are entering at least 11<sup>th</sup> grade) to 23 year olds.

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**Lifeguards/Gate Guards**-Plattwood Park- Dual position requires a valid & current American Red Cross Life guard Certification as well as Red Cross Life guard waterfront certification. Certification in First Aid & CPR is also required. The person in this position will serve in both roles, as gate guard and life guard by rotating from one position to the other with other staff every 1.5 hours. This person is responsible for the effective and safe operation of Plattwood Park Beach from Memorial Day weekend through September. From May 25<sup>th</sup>-June 16<sup>th</sup>, and September 1<sup>st</sup>-September 16<sup>th</sup> the beach will only be staffed on weekends. After 6/16, the position will be full time, 5 days a week, typically Tuesdays and Thursday-Sunday, weather permitting through 8/16. Lifeguards will also be offered limited weekends in September. Lifeguards must work in pairs so schedule above may be impacted if additional qualified personnel are not available.

Essential Duties are:

- Monitor activities in the park's swimming area to prevent accidents & provide assistance to swimmers; caution swimmers of usage areas.
- Ensure the safety and well-being of the Park patrons by observing and enforcing all rules and regulations governing the Town's Plattwood Park.
- Rescue swimmers in danger of drowning and administer First Aid/CPR when needed.
- Maintain order in the swimming area, including the beach at all times.
- Inspect facilities for any dangers and report them to the Director of Parks and Recreation or to the Office of the First Selectman. Inspect First Aid kit and notify P & R Director if supplies are needed.
- Rake the beach daily. Pick-up and dispose of litter at the start/end of work shift.
- Conduct and/or participate in waterfront drills to maintain life guard skills
- When working in the gate house, check parking permits as vehicles enter the park.
- Check in park visitors who are attending a Parks and Recreation approved gathering by recording license plates.
- Maintain park log books as instructed; gate house records as well as life guard accident/incident reports.
- Secure the gate house by locking doors and windows and putting away any equipment brought out at the beginning of the shift.

**Gate Guards**- The person in this position is responsible for the effective and safe operation of the Town Landing from Memorial Day weekend through early September. The person in this position must be able to move about in both indoor and outdoor conditions and stand for long periods of time. The person must have good communication skills and be able to deal with the public in a positive but firm manner. The position requires on going interaction with others as well as counting money and making change. The ideal candidate will be 18 years old, must be able to maintain a positive attitude, have patience, display fairness, be on time, and be willing to help with clean-up duties when needed. Anticipated hours are Wednesday-Friday late afternoons- evenings and weekends until July 1<sup>st</sup>. Hours after 7/1 to be determined.

Essential Duties are:

- Check vehicles for parking permits as they enter the park
- If the vehicle is displaying a parking permit, direct trailers and cars to their appropriate areas for parking within the parking lot.
- Collect a launch fee for non-resident boats, (if vehicles do not display the parking permit on their windshield) and maintain financial records and receipts.
- Ensure that cars/trailers leave the area after they have launched their boat unless they have a parking permit
- Ensure the safety and well-being of the Park patrons by observing and enforcing all rules and regulations governing the Town Landing Park.
- Monitor activities in the park to prevent accidents & provide assistance by calling 911, the Deep River Police, the Deep River First Selectman or the Parks & Recreation Director.

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**Gate Guards**- *Essential Duties (cont.):*

- *Inspect facilities for any dangers and report them to the Director of Parks and Recreation or to the Office of the First Selectman.*
- *Pick-up and dispose of litter at the start/end of work shift.*
- *Secure the gate house by locking doors and windows and putting away any equipment brought out at the beginning of the shift.*

**Concession Stand Personnel**- *This position is at Plattwood Park. The person must have good communication skills and be able to deal with the public in a positive but firm manner. The position requires on going interaction with others as well as counting money and making change. The person in this position may be required to stand for long periods of time. The position requires being able to lift cases of soda, water and other beverages to maintain stock within the shack as well as lifting and bending to restock snack and food items. The ideal candidate must be able to maintain a positive attitude and exhibit patience when dealing with small children and the public at large. This position requires a willingness to keep the shack and the beach area clean by sweeping and picking up garbage. The concession stand attendee is responsible for the effective and safe operation of the snack shack from Memorial Day weekend through Labor Day weekend. From May 25<sup>th</sup>-June 16<sup>th</sup>, the shack will only be staffed on weekends, from 10:00AM-2:00PM weather permitting. After 6/16, the position will be Tuesdays, Wednesdays and Fridays with some weekend work (Sat. & Sun.) as needed through 8/16. More days and hours might be added. This is part time job offering 12-16 hours a week. The concession stand will not be open if there is inclement weather or neither a lifeguard or gate guard on duty. **Candidates should be at least 15 years old.** Preference will be given to Deep River Residents.*

*Essential Duties are:*

- *Maintaining a daily inventory of the food and beverages to ensure that the shack is stocked with cold beverages, ice cream and snacks.*
- *Maintaining a cash box.*
- *Interacting with customers, including small children.*
- *Selling items and counting out correct change.*
- *Ability to reconcile the cash box at close of shift.*
- *Ensure the safety and well-being of the Park patrons by observing and enforcing all rules and regulations governing Plattwood Park.*
- *Monitor activities in the park to prevent accidents & provide assistance to the lifeguards and park patrons by calling 911, the Deep River Police, the Deep River First Selectman or the Parks & Recreation Director as you deem necessary.*
- *Inspect facilities for any dangers and report them to the Director of Parks and Recreation or to the Office of the First Selectman.*
- *Pick-up and dispose of litter at the start/end of work shift.*
- *Ensure that any returned rental items have been inspected for damage and checked back in.*
- *Verify all rental items have been returned and accounted for daily.*
- *Maintain list of snacks/beverages/sundries to be purchased in order to restock shack weekly or as needed.*
- *Secure the snack shack by turning off lights, locking the overhead rolling door covering the shack serving window, putting away any equipment brought out at the beginning of the shift and securing the cash box as instructed.*

***The Town of Deep River is dedicated to Diversity and Equal Opportunity Employment***