



NEEDHAM PARK AND RECREATION  
Rosemary Recreation Complex  
178 Rosemary Street  
Needham, MA 02494  
(781) 455-7930

## SUMMER EMPLOYMENT GENERAL INFORMATION

*PLEASE CAREFULLY READ ALL INFORMATION BELOW!*

- Summer Program staff work eight weeks plus pre-season training.
- Pools at Rosemary Recreation Complex staff who work full time from May – August are eligible for up to one week of vacation time (unpaid).
- Must attend ALL mandatory training sessions in May prior to start date.
- Obligations to school are not considered vacation. Returning staff can request time off for “once in a lifetime events”. (i.e.: College Orientation or Family Wedding)
- All applicants must be at least 16 years of age by the first day of employment.
- All applicants must be willing to work with participants/patrons in a friendly manner, insuring their safety.
- Previous Park and Recreation volunteer experience does not guarantee employment, but is considered favorably.
- Applicants, NOT parents, handle all employment inquiries. This includes telephone and email communication!
- All employment paperwork must be completed in *BLUE or BLACK PEN* carefully, thoroughly and in a timely manner.

## SUMMER PROGRAMS

POSITIONS AT SUMMER PROGRAMS: Summer Recreation Supervisor (1) ~ Program Directors (8) ~ Program Counselors (25)  
PROGRAMS: Mini Evergreen (ages 3–5) ~ KidzArt (ages 4–7) ~ Cricketeer Adventure (ages 5–8) ~ Summer Playground (ages 5–10) ~ Kids Off Broadway (ages 7–13) ~ Sports Specialties (ages 7–13) ~ Outdoor Living Adventure (ages 8–13) ~ Tennis Academy (ages 8–13)

- Program season begins the last week of June and ends in mid–August. (8 full weeks)
- Department provides staff shirts for all program staff.
- Supervisor must have experience working with staff, parents, and participants at a recreation program.
- All Directors must have CPR and First Aid Certification, which is provided during training. All staff will be trained on how to administer an epi–pen and inhaler.
- All staff work at least 30 hours per week, Monday–Friday. There are sometimes additional opportunities for working at special events outside of regular hours.

## POOLS AT ROSEMARY RECREATION COMPLEX

POSITIONS AT ROSEMARY POOL: Pool Supervisor (1) ~ Assistant Pool Supervisor of Guards (2)  
Assistant Pool Supervisor of Instructors (1) ~ Swim Instructor (4) ~ Lifeguard (16) ~ Pool Staff (Booth Attendant, Maintenance, and slide attendant – will learn/rotate through positions) (9)

- Pool season begins part-time at Memorial Day and ends late–August or Labor Day
- Department provides staff shirt, sunscreen and whistle for aquatic staff. Department will reimburse up to a certain dollar amount toward the purchase of a proper lifeguarding bathing suit(s).
- Supervisors must have at least two years of aquatic experience, and have Lifeguard Certification.
- Certifications: All aquatic staff must have Lifeguard Certification, CPR, and First Aid. (Updates/Recertification will be provided during training). In addition to lifeguard certification, Swim Instructors must also have Water Safety Instructor Certification.
- Most staff work 30–40 hours per week, depending on position, with some part time positions available. Most staff work at least one weekend day, and all full-time staff have two consecutive days off during the week. Those working the full season will have an opportunity to schedule a 5-day vacation.



**WORK EXPERIENCE** Please list paid work experience that you have had, both recreational and non-recreational.

Employer	Address	Position	Start & End Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**VOLUNTEER EXPERIENCE** Please list experience that you have had, both recreational and non-recreational.

Organization	Address	Position	Start & End Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**INTERESTS** Please list and describe all of your interests and achievements, both recreational and non-recreational.

**Activities** (*athletics, clubs: social / educational...*) \_\_\_\_\_

**Honors** \_\_\_\_\_

**Major Areas of Interest** (*hobbies...*) \_\_\_\_\_

**Special Talents** (*musical instrument, art, magic, singing, dancing...*) \_\_\_\_\_

**How did you hear about this employment opportunity:**

Friend/Family     School     Youth Services     Town Website     Facebook

**CHARACTER REFERENCES**

Please have **TWO** individuals (*preferably teachers, coaches, OR former employers*) fill out the two attached reference forms and send directly to the Park and Recreation Office.

**YOU will need to provide a stamped, addressed envelope with each reference form addressed to Needham Park and Recreation Commission, 178 Rosemary Street, Needham, MA 02494; this way your references can send their form DIRECTLY to us.**

**\*\* PLEASE NOTE:** Current Park and Recreation staff may contact the Park and Recreation Office to provide an additional reference but MAY NOT be one of your written references.\*\*

*Return completed application to:*

**Needham Park and Recreation Commission,  
Rosemary Recreation Complex,  
178 Rosemary Street, Needham, MA 02494  
parkandrecreation@needhamma.gov**



**Needham Park and Recreation Commission**  
**Rosemary Recreation Complex**  
**178 Rosemary Street, Needham, MA 02494**



**EMPLOYMENT REFERENCE #1**

*The person listed below has applied for a position with the Needham Park and Recreation Commission, and would be required to fulfill the function of the position listed, and keep all participants safe. Please rate the candidate in the listed areas, and add any comments that you feel will be helpful. All ratings and comments are confidential. Please, return at your earliest convenience, directly to the Park and Recreation Office, in the stamped-self addressed envelope provided by the candidate.*

**THIS SECTION TO BE COMPLETED BY CANDIDATE:**

**Candidate's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position(s) Applied for:** \_\_\_\_\_

**\*\* Give this form to a person who has agreed to complete it with a stamped, self-addressed envelope, to the above address. \*\***

	YES	USUALLY	NO	NOT SURE
Is Responsible				
Is Punctual				
Shows Pride in Accomplishments				
Is Patient				
Is a Team Player				
Is Flexible				
Shows Initiative				
Is Cooperative				
Accepts Constructive Comments				
Completes Jobs				

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Continue on back if needed)*

**Relationship to Candidate:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**Needham Park and Recreation Commission**  
**Rosemary Recreation Complex**  
**178 Rosemary Street, Needham, MA 02494**



**EMPLOYMENT REFERENCE #2**

*The person listed below has applied for a position with the Needham Park and Recreation Commission, and would be required to fulfill the function of the position listed, and keep all participants safe. Please rate the candidate in the listed areas, and add any comments that you feel will be helpful. All ratings and comments are confidential. Please, return at your earliest convenience, directly to the Park and Recreation Office, in the stamped-self addressed envelope provided by the candidate.*

**THIS SECTION TO BE COMPLETED BY CANDIDATE:**

**Candidate's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position(s) Applied for:** \_\_\_\_\_

**\*\* Give this form to a person who has agreed to complete it with a stamped, self-addressed envelope, to the above address. \*\***

	YES	USUALLY	NO	NOT SURE
Is Responsible				
Is Punctual				
Shows Pride in Accomplishments				
Is Patient				
Is a Team Player				
Is Flexible				
Shows Initiative				
Is Cooperative				
Accepts Constructive Comments				
Completes Jobs				

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Continue on back if needed)*

**Relationship to Candidate:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_