

TOWN OF RIVERHEAD RECREATION DEPARTMENT

Employment Opportunities

General Information

Applicants may apply for more than one position. All selected workers must provide their own transportation to all job sites. The Town Board reserves the right to amend any conditions it deems necessary. For further information, contact the Recreation Department Office at 722-4444.

Park Attendant II

Minimum Qualifications	A minimum age of 18 years.
Brief Job Description	Perform assigned duties such as preparing and lining ballfields, litter pickup, cleaning restrooms, painting and other related landscaping work. April through Labor Day. Includes day/ evening shifts, weekends and holidays available. Must have current NYS Drivers license to operate mechanical equipment.

Beach Attendant/ Concession Stand Attendant

Minimum Qualifications	A minimum age of 16 years.
Brief Job Description	Beach Attendant requires a degree of responsibility such as accurately distributing Parking Permits, accounting for monies collected, cleaning of rest rooms daily, policing parking lots and adjacent beach area, and other related duties. Concession Stand Attendant requires handling of money and the selling, inventory and ordering of concession supplies. Both positions include working on weekends and holidays. Beach season from Memorial Day Weekend – Labor Day. Concession Stand positions are at Iron Pier & South Jamesport Beaches.

Lifeguard

Minimum Qualification	A minimum age of 16 years. Lifeguard Training Course Certification, CPR/AED Certification for Professional Rescuer/Healthcare Professional and a Waterfront Certification approved by Suffolk County
Brief Job Description	Perform lifesaving duties and beach cleaning tasks as designated by Riverhead Recreation Dept. Position includes working weekends and holidays. Work hours are from 9:45 am to 5:15 pm. Memorial Day Weekend – Labor Day

Water Safety Instructor

Minimum Qualification	A minimum age of 16 years. Lifeguard Certified with CPR/ AED, Waterfront and Water Safety Instructor (WSI) Certification approved by Suffolk County.
Brief Job Description	Teach water safety and swim instruction to youth and adults at Town beaches as prescribed by the American Red Cross and the Recreation Dept. 6 weeks, beginning in July.

Summer Recreation Aide

Minimum Qualification	A minimum age of 16 years.
Brief Job Description	Work with children in a counselor situation. Lead organized games, sports and arts & crafts. 7 weeks, beginning in July.

Community Center Attendant

Minimum Qualification	A minimum age of 18 years.
Brief Job Description	Perform duties such as opening & closing Community Center, litter pickup, cleaning restrooms, monitoring attendees, and other duties as assigned by Supervisor. Includes day/evening shifts, weekends and holidays available. Community Centers are open year round.

Recreation Program Aide

(Sports/Special Events/Sailing/Scorekeeping)

Minimum Qualification	A minimum age of 14 years.
Brief Job Description	Assist in administering recreational programs from setup to takedown. Duties will be at the discretion of the program leader and will vary depending on type of program. Applicant must be willing to work with children, pickup litter and other related work. Sailing applicants must have ability to swim, as well as some knowledge of waterfront activities. All applicants must be available nights/weekends and possibly some holidays.



TOWN OF RIVERHEAD – RECREATION DEPARTMENT
SEASONAL/CALL-IN EMPLOYMENT APPLICATION
 (PLEASE PRINT)

Name _____ Position(s) applying for: _____
 Street Address _____
 City _____ State _____ Zip _____ Email _____
 Cell Phone # _____ Home Phone # _____
 Student? Yes No Grade (if yes) _____ Do you have Valid Working Papers? Yes No

EDUCATION: (Starting with most recent, use separate sheet if necessary)

Name of School	Degree/Diploma	# of Credits	Dates

PREVIOUS EMPLOYMENT: (add additional info on a separate sheet)

Length of Employment: From: _____ To: _____
 Name and Address of Employer: _____
 Earnings \$ _____ per _____ Hours worked per week: _____
 Your Exact Title: _____
 Name of your Supervisor: _____ Telephone Number: _____

CERTIFICATES: (Do you have any of the following certifications? If so, please attach copies.)

First Aid: Yes No Specify type: _____ Expiration Date: _____
 CPR/AED: Yes No Specify type: _____ Expiration Date: _____
 Lifeguard-Waterfront: Specify type: _____ Expiration Date: _____
 Coaching: Specify type: _____ Expiration Date: _____
 Other: Specify type: _____ Expiration Date: _____

REFERENCES

Please list at least two (2) character references who are not relatives (Include name, phone #):

1. _____ Phone Number: _____
2. _____ Phone Number: _____

I declare, subject to penalty of perjury, that statements made in the application are true.

Signature of applicant _____ Date _____
 Signature of parent/ guardian if under 18 years of age _____