



Town of Old Saybrook

Parks and Recreation Department

308 Main Street • Old Saybrook, Connecticut 06475 • Tel: 860 395-3152 • Fax: 860 395-3154

CAMP STAFF APPLICATION

DATE _____

NAME: _____ SOC. SEC. # _____

ADDRESS:

Street	Town	State	Zip Code
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HOME PHONE: _____ OTHER: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Are you 18 or over? ____ If under, please state – Age ____ Grade ____

Email Address: _____ Shirt Size: _____

AGE LEVEL PREFERENCE: Preschool _____, Elementary _____, Middle _____

EDUCATION

High School: _____ Graduated: ____ (Y/N)

College: _____ Graduated: ____ (Y/N)

Major: _____ Minor: _____

EXPERIENCE:

Reference:

Name	Address	Telephone
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Name	Address	Telephone
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LAST EMPLOYER

Name	Address	Telephone
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Please Check those Activities to which you could run and Supervise

- | | | |
|--|---|---|
| <input type="checkbox"/> Arts-N-Crafts | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Biking | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Camping | <input type="checkbox"/> Drawing |
| <input type="checkbox"/> Softball | <input type="checkbox"/> Back Packing | <input type="checkbox"/> Leather |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Table Tennis | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Football | <input type="checkbox"/> Archery | <input type="checkbox"/> Stained Glass |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Tennis | <input type="checkbox"/> Bridge |
| <input type="checkbox"/> Field Hockey | <input type="checkbox"/> Chess | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Golf | <input type="checkbox"/> Quilting |
| <input type="checkbox"/> Floor Hockey | <input type="checkbox"/> Judo | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Badminton | <input type="checkbox"/> Karate | <input type="checkbox"/> Billiards |
| <input type="checkbox"/> Wrestling | <input type="checkbox"/> Puppetry | <input type="checkbox"/> Upholstering |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Storytelling | <input type="checkbox"/> Candle Making |
| <input type="checkbox"/> Boating | <input type="checkbox"/> Bowling | <input type="checkbox"/> Copper Enameling |
| <input type="checkbox"/> Exercise | <input type="checkbox"/> Plays | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Decoupage | <input type="checkbox"/> Flower Arranging | <input type="checkbox"/> Needle Point |
| <input type="checkbox"/> Woodworking | | |

Please List Others _____

PROGRAM REQUIREMENTS AND INFORMATION

- Orientation meetings prior to start of program.
- All tax forms/applications/personal information forms must be on file.
- Staff tee shirts and equipment must be checked out.
- All staff must be available for the entire weeks of Camp unless by mutual agreement.
- Staff must arrive at program site no later than 8:45 a.m.
- At least one staff member must remain until all participants of Playground program have been picked up.
- All employees are responsible for care and proper use and storage of equipment and games used in the program.
- Each person must fill out and sign weekly Time Sheet – list hours worked
- Daily staff meetings are designed to prepare staff for next day’s activities and assignments – also to discuss problems and/or good points of the day.
- Mid way through the season one staff meeting is held to discuss individual programs. Evaluations to be held at the Parks and Recreation Office.
- All staff members are expected to be safety minded, observant, cooperative, contribute program ideas, plan and carry out activities, be flexible, cooperative, in good spirits, be patient, display fairness, be on time and willing to help with clean-up duties. This is a combined staff group effort

I fully understand the above program requirements and information, and if hired will abide by all Camp and Department work regulations.

_____ Applicant Signature	_____ Parks & Recreation Official
Date: _____	Date: _____
Date Hired: _____ Hourly Wage _____	Date to begin work _____ Date to finish work _____



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LIFEGUARD APPLICATION

DATE _____

NAME: _____ SOC. SEC. # _____

ADDRESS: _____

Street Town State Zip Code

HOME PHONE: _____ OTHER: _____

Emergency Contact: _____ Phone: _____

Are you 18 or over? _____ If under, please state: Age _____ Grade _____

Email Address: _____ Shirt Size: _____

Education

High School: _____ Graduated: Yes/No _____

College: _____ Graduated: Yes/No _____

Major: _____ Minor: _____

CERTIFICATIONS:

(Include Photocopy with this application)

CERTIFYING CHAPTER:

PREVIOUS EXPERIENCE:

REFERENCES:

Name	Address	Telephone

Name	Address	Telephone

NAME OF LAST EMPLOYER:

Name	Address	Telephone

Lifeguards

Reports to and are supervised by the Head Lifeguard and the Director of Parks and Recreation.

Expectations:

- All certifications remain current during employment
- Lifesaving skills are up to date
- Fitness and Alertness levels are clear and honored
- Accident reports are completed and called in
- Established work schedule is followed
 - Work the schedule
 - Be on time
 - Be Dependable

- Be a public relations asset to the Town
- Be Prepared daily to help maintain the beach area

Use your supervisory power with calm, common sense and training.

Be clear on Emergency Procedures, First Aide, Public Safety Issues and Universal Precautions

Accurately fill out the posted time sheet daily

Request in writing (on bottom of time sheet) any supplies or materials needed

Discuss beach issues as needed with Head Lifeguard

Be diligent about skin protection – Protective clothing and use of umbrellas

I, _____ fully understand the duties of the position for which I am being hired, and am prepared to work during the dates indicated above. I also give the Old Saybrook's Parks and Recreation Department my permission to perform a background check and reference check in regards to my employment.

I declare that all information given above is correct to the best of my knowledge.

Lifeguard Signature

Parks & Recreation Official

Date: _____

Date: _____

Below is for OSPR Office Use Only

Date Hired: _____ Hourly Wage _____ Date to begin work _____

Date to finish work _____ Are you Hepatitis B series vaccinated? _____



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Application Saybrook Point Mini Golf

Date: _____

NAME: _____

S.S.#: _____

ADDRESS:

Street	Town	State	Zip Code
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HOME PHONE: _____ OTHER: _____ Emergency Contact #: _____

Are you 18 or over? _____ If not, please state - Age _____ Grade _____

Email Address: _____ Shirt Size: _____

EDUCATION

High School: _____ Graduated _____ (Y/N)

College: _____ Graduated _____ (Y/N)

Major: _____ Minor: _____

LIST ANY RELATED EXPERIENCE:

REFERENCES: _____

Name	Address	Telephone
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Name	Address	Telephone
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LAST EMPLOYER+

ADDRESSES: _____

Name	Address	Telephone
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STARTING DATE _____ ENDING DATE: _____

WORK PREFERENCE: DAYS _____ Nights _____ Weekends _____

DESIRED NUMBER OF HOURS WEEKLY: _____

RATE OF PAY: _____

APPLICANT SIGNATURE DATE

Season: _____



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Saybrook Point Mini Golf Staff Job Description

STAFF IS REQUIRED TO JOINTLY SHARE IN THE FOLLOWING DUTIES AND RESPONSIBILITIES

Job Specifications

- Following all Opening and Closing Procedures
- Following all money handling procedures
- Clean and maintain ponds, booth, concession area and storage building
- Organize counter (score cards, free passes, balls, etc.)
- Sign all shift tapes
- Handle all transactions with care and accuracy
- Provide all patrons with a receipt
- Provide friendly and accommodating service
- Commitment to the appearance and safety of the golf course and surrounding area
- Deliver revenues as instructed

Job Duties

- Daily safety check of fence, obstacles, wood, pencil stand, pond, moat, bridge, bricks, brushes, etc.
- Use regulations and common sense while performing supervisory duties.
- Staff are to walk the course frequently
- Think safety, be alert, use diplomacy and have a solid knowledge of the rules
- Work as scheduled and be punctual
- Notify coordinator of any needs
- Wear O.S.P.R. issued shirts and jacket only
- Check first aide kit daily
- Attend training functions offered by O.S.P.R.
- Attend periodic staff meetings
- Be aware of regulations dealing with accidents, report forms, and universal precautions
- Sweep, weed, mulch, paint, and deadhead plants when requested
- Pick up litter daily
- Empty trash containers daily and large green barrels when needed
- Clean golf balls and clubs

Notes

- Friends may not loiter during work shifts
- Extremely limited cell phone or iPod use
- No Books or reading during your shift
- There is always something to do!



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CONCESSION EMPLOYMENT APPLICATION DATE _____

NAME: _____ SOC. SEC. # _____

ADDRESS: _____
 Street Town State Zip Code

Home Phone: _____ Other: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Email Address: _____ Shirt Size: _____

Are you 18 or over? _____ If under, please state – Age _____ Grade _____

EDUCATION

HIGH SCHOOL: _____ GRADUATED: ____ (Y/N)

COLLEGE: _____ GRADUATED: ____ (Y/N)

Major: _____ Minor: _____

Previous Experience:

Reference:

Name	Address	Telephone

Name	Address	Telephone

Last Employer:

Name	Address	Telephone

Note: The Concession is open weekends from Memorial Day weekend through Mid June. Open full time mid June – Labor Day (7 days 10:30 am – 4:30 pm) weather permitting. Please read staff criteria prior to signing below.



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CONCESSION STAFF JOB DESCRIPTION

Mission: To provide a friendly affordable food and refreshment service through a clean and orderly booth.

Staff Responsibilities:

- Cleanliness of booth, counters, grills, utensils, refrigerator, freezer and sink
- Cleanliness of wall and floors (grease and sand)
- Separation and storage of products when delivered according to the best practices and standards
- Demeanor towards the public:
 - Friendly
 - Accommodating
 - Attentive
- Prepare grocery list and ice cream order for the office
- Team work – Work well with area and Department Staff
- Accuracy with money
- Accountability and record keeping
- Daily Procedures
- Availability
- 7 day operation
- Ability to work a set schedule or fill in as needed, Flexibility
- Weekends, Memorial Day through Labor Day
- 7 Days a week mid June through Labor Day

Requirements

- Minimum 18 years of age
- Wear OSPR shirts
- Handle all food and products in a safe and healthy fashion
- Wear gloves and wash hands

Hours

- 11:00am-4:30pm
- All hours are weather permitting
- Hours begin at 10:15am with pick up of funds, prepare booth and open at 11:00am
- Grill off at 4:15pm, Ice cream and soda available until 4:30

Applicant Signature

Parks & Recreation Official

Date: _____

Date: _____

Date Hired: _____ Hourly Wage _____ Date to begin work _____ Date to finish work _____



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PARKING ATTENDANT APPLICATION

DATE _____

NAME: _____ SOC. SEC. # _____

ADDRESS: _____

Street Town State Zip Code

HOME PHONE: _____ OTHER: _____ Emergency Contact: _____

Are you 18 or over? _____ If under, please state: Age _____ Grade _____

Email Address: _____ Shirt Size: _____

EDUCATION

High School: _____ Graduated: (Y/N) _____

College: _____ Graduated: (Y/N) _____

Major: _____ Minor: _____

REFERENCES:

Name	Address	Telephone

Name	Address	Telephone

Last Employer: _____

Name Address Telephone

Dates of last employment: from: _____ to: _____

Are you Hepatitis B series vaccinated? _____

Duties: Maintain restrooms – sanitize floors, sinks, bowls, and sweep daily. Pick up and sweep parking area and shelter. Position to check parking passes until closing time. Follow Parks and Recreation parking regulations.

I, _____ fully understand the duties of the position for which I am being hired, and am prepared to work during the dates indicates above.

I declare that all information given above is correct to my best knowledge.

Applicant Signature

Parks & Recreation Official

Date: _____ Date: _____

***** Office use *****

Date Hired: _____ Hourly Wage _____ Date to begin work _____ Date to finish work _____