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 727-5744.

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.
Rate of Pay	$9.75 per hour

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 handing of money and the selling, inventory and ordering of food stuffs. Both positions include working on weekends and holidays. Beaches season from Memorial Day Weekend – Labor Day. Work hours are from 9:45 a.m. to 5:15 p.m. Concession Stand positions are at Iron Pier & South Jamesport Beaches.
Rate of Pay	$8.70 per hour

Lifeguard

Minimum Qualification	Lifeguard Training Course Certification, BLS CPR/AED Certification, Standard First Aid Course 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. from the end of June through Labor Day.
Rate of Pay	$11.00 per hour

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Water Safety Instructor

Minimum Qualification	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. A minimum of 35 hours per week for 8 weeks, beginning the last week in June.
Rate of Pay	$11.25 per hour – starting pay

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. A minimum of 40 hours per week for 8 weeks beginning the last week of June.
Rate of Pay	$9.00 per hour ($11.00 for certified teachers.)

Skate Park/Community Center Attendant

Minimum Qualification	A minimum age of 18 years.
Brief Job Description	Perform duties such as opening & closing Skatepark/Community Center, litter pickup, cleaning restrooms, monitoring attendees, and other duties as assigned by Supervisor. Includes day/ evening shifts, weekends and holidays available. Skate Park & Community Centers are open year round, depending on weather. Must obtain CPR/First Aid certification within 60 days of hire.
Rate of Pay	$9.00 per hour

Recreation Program Aide

(Sports/Special Events/Sailing/Scorekeeping)

Minimum Qualification	A minimum age of 16 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.
Rate of Pay	$8.00 per hour

TOWN OF RIVERHEAD – RECREATION DEPARTMENT

SEASONAL 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?)*

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._____

2._____

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 _____

Edited 1/27/2014