



Town of Beekman Recreation & Parks
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Beekman Rec provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

2022 Summer Rec Positions Information

Steps to apply:

1. **Complete and return to the Rec Office** via email, fax, snail mail or placing in the “No Contact, Drop Box” next to the office door:
 - Dutchess County Application
 - Rec Department Application Supplement
2. Complete the box on the 3 Reference Forms and then distribute as directed

**Get all the info and complete the forms on our website or
with the documents here:**



REQUIREMENTS: We are looking for applicants who ...

- **Exhibit flexibility**: amid the changing and evolving COVID-19 guidelines staff must be willing and able to **change expectations, schedules, tasks and responsibilities** as the season progresses and new information, guidelines, and regulations may be put in place
- Will make a **commitment to work the whole summer**
- Will pass a pre-employment drug test
- Are willing and available to join **mandatory trainings** in June as shown on the “Training Calendar”
- Regularly **check their email** for correspondence from the Rec Department and respond immediately
- Play their cell phone messages before they return a call, and return calls to the Rec Office
- Demonstrate an **excellent work ethic** that can be **verified by 3 written references** from teachers, advisors, club leaders, supervisors, coaches (not friends or relatives)
- Accurately LIST all the dates this summer that they cannot be available
- Stamina to work in the outdoors or in non-air conditioned areas of the park during the summer
- Demonstrate **independence and personal initiative** as demonstrated by completing his/her own application and makes his/her own phone calls and appointments (not the parent of the applicant)
- Have a positive experience working with the public, especially with children
- Have leadership experience
- Have positive volunteer experience

Positions Requirements & Responsibilities

Guest Services: p.2

Waterfront: p. 3

Camp: p. 4

Guest Services Summer Rec Positions

The Beach is open 7 days/week June 24 – Labor Day

Park Manager, \$16.70/hour starting wage

Requirements: 21 & over and First Aid and CPR certified (or willingness to complete); previous supervisory and/or recreational experience; availability 7 days of the week (to be scheduled fewer); ability to learn quickly, react calmly & effectively, work independently, and take initiative. Experience supervising, training, and building a team with staff. Customer service experience demonstrating the ability to relate to patrons & plan programming. Demonstrated ability to budget supplies and balance daily cash; ability to implement COVID protocols if any; knowledge and capability to market Rec programs to the public; computer literate in all Microsoft applications and registration software.

Responsibilities include: Overseeing all customer service at the beach including: training and supervising staff; overseeing the Ice Cream Shack sales and inventory; overseeing all registrations, beach memberships, beach guests, beach and bath-room cleanliness; and serving on the Rec. Dep't. Management Team.

Assistant Park Manager, \$15.70/hour starting wage

Requirements: 21 and over preferred and First Aid and CPR certified (or willingness to complete); previous supervisory and/or recreational experience preferred; ability to learn quickly; availability 7 days of the week (to be scheduled fewer); react calmly and effectively; work independently; take initiative; supervise and assist staff; relate to patrons and plan programming; ability to budget supplies and balance daily cash; ability to implement COVID protocols if any; knowledge of and capability to market Rec programs to the public; computer literate in all Microsoft applications and registration software.

Responsibilities include: Assisting the Park Manager in all areas; filling in for Park Manager in his/her absence implementing COVID-19 protocols; and serving on the Rec. Dep't. Management Team.

Manager on Duty, \$14.70/hour starting wage

Requirements: Same as Assistant Park Manager but 18 and over preferred

Responsibilities include: Assisting the Park Manager in all areas; filling in for Park Manager in his/her absence implementing COVID protocols, if any; and serving on the Rec. Dep't. Management Team.

Senior Gate Attendant, \$13.70

Requirements: Same as Gate Attendant but preferably 18 years of age and High School Diploma with two years of exceptional experience as a Gate Attendant.

Responsibilities include: In addition to all Gate Attendant responsibilities outlined below, provide guidance and leadership to newer Gate Attendants.

Gate Attendants, \$13.20/hour

Requirements: 16 years and over; cheerful, honest, professional, able to work effectively with the public; math and computer skills; integrity; ability to implement COVID protocols, if any; ability to comprehend and market Rec programs to the public; and availability 7 days of the week (to be scheduled fewer)

Responsibilities include: Greet patrons; handle registrations and Ice Cream Shack sales, and related cash; clean bathrooms and beach; implementing COVID-19 protocols; assist with Family Fun Friday Night program.

Summer Waterfront Positions

The Beach is open 7 days/week June 24 – Labor Day

Aquatics Director, \$18.40*/hour starting wage

Requirements: 21 and over; three seasons of previous waterfront experience as a lifeguard or aquatics director for camp or children's program; meet Board of Health certification requirements for First Aid, Waterfront Lifeguard, WSI, ARC Lifeguard Management or Lifeguard Instructor, and CPR; and ability to implement all COVID Guidelines; and availability 7 days of the week (to be scheduled fewer).

Responsibilities include: Training, scheduling and managing all certified waterfront staff; monitoring water quality and completing all related reports; overseeing all first aid and related reports; serving on the Rec. Dep't. Management team; and implement relevant COVID protocols, if any.

Assistant Head Guard, Head Guard, Senior Head Guard, \$16.70*/hour starting wage depending on position

Requirements: 18 to 21 and over; three seasons of previous waterfront experience as a lifeguard or Aquatics Director for camp or children's program preferred; ability to implement COVID protocols, if any; meet Board of Health certification requirements for First Aid, Waterfront Lifeguard, WSI, and CPR; ARC Lifeguard Management or Lifeguard Instructor preferred; and availability 7 days of the week (to be scheduled fewer).

Responsibilities include: Assisting the Aquatics Director in all facets of the positions; serving in that role when he/she is absent; serving on the Rec. Dep't. Management team; and implementing relevant COVID protocols, if any.

Senior Water Safety Instructor, \$16.45*hour

Requirements: Same as WSI but preferably 18 or older with two years exceptional experience at Beekman Rec as a WSI &/or Swim Coach.

Responsibilities include: Same as WSI but additionally provides leadership to all other WSI's.

Water Safety Instructor, \$16.20*/hour

Requirements: 16 and over; meet Board of Health certification requirements for WSI, First Aid, Waterfront Lifeguard & CPR; availability 7 days of the week (to be scheduled fewer); and ability to follow COVID protocols if any.

Responsibilities may include: Swim testing swimmers; planning, tracking, delivering swim lessons; Coaching swim team; and adhering to relevant COVID protocols, if any.

Senior Lifeguard, \$14.95*/hour

Requirements: Same as lifeguard, but 17 and over with at least one year of excellent service as a Lifeguard at Beekman Rec.

Responsibilities include: Same as a Lifeguard, but serves as a role model to Lifeguards.

Lifeguard, \$14.70*/hour

Requirements: 16 and over prior to June 27th; ability to follow COVID protocols, if any; availability 7 days of the week (to be scheduled fewer); and meet Board of Health certification requirements for First Aid, Waterfront Lifeguard & CPR.

Responsibilities include: Overseeing patron safety on the beach; raking the beach; cleaning bathrooms; emptying garbage; picking up litter; and adhering to relevant protocols, if any.

***Additional Financial Benefit in addition to hourly wage**

If you are interested, but not yet certified we can help with the cost! You pay upfront, and at the end of each summer the Rec (per Work Agreement) gives you back up to \$500 towards the cost of the class! The cert is good for 2 years, and usually costs ~\$300.

Summer Camp Positions

Day Camp will operate from June 27th to Aug. 19th, 8:30am-4:30pm weekdays

Camp Director, \$17.70/hour starting wage

Requirements: 21 & over & Bachelor's Degree preferred; previous administrative or supervisory experience in camp or childcare setting; ability to manage a budget; First Aid & CPR certification; ability to train and manage staff; build a team; develop a program that is safe, engaging, creative, and fun; and interpret and implement COVID protocols, if any.

Responsibilities include: Serving as the Camp Health Director's on site Designee; serving on the Rec. Dep't. Management Team; developing, implementing and supervising camp programs and staff of same. Develop and deliver pre-camp training for all staff; Coordinate Camp Management Team; Ensure Board of Health codes and guidelines, along with any COVID protocols are implemented; organize and maintain camper files

Assistant Camp Director, \$16.20/hour starting wage

Requirements: 21 & over & Bachelor's Degree preferred; previous administrative or supervisory experience in camp or childcare setting; ability to manage a budget; fluent in Microsoft Office Suite; First Aid & CPR certification; ability to train and manage staff; build a team; develop a program that is safe, engaging, creative, and fun; and follows COVID protocols, if any.

Responsibilities include: Serving as the Camp Health Director's on site Designee; serving on the Rec. Dep't. Management Team; interpreting plans; implementing on site programs; implementing relevant COVID protocols; and coaching and supervising staff.

Leadership Program Coordinator, \$14.70/hour

Requirements: 21 and over & Bachelor's Degree preferred; previous experience in youth development programs, working with teens and leadership training; previous administrative or supervisory experience in camp or childcare setting; ability to plan, supervise, delegate, and build a team; First Aid and CPR certification preferred; and ability to follow COVID protocols, if any.

Responsibilities include: Planning and implementing an engaging, progressive, Leadership Development program for youth entering grades 9-12 that integrates with all camp and summer Rec Dep't. programs, follow safety guidelines, and COVID protocols, if any.

Specialty Counselors, \$13.70/hour starting wage

Requirements: 18 and over and High School Diploma preferred; demonstrated skill in specialty area; ability to plan and delegate; experience in camp or supervision of children preferred; role model who loves to help kids have safe fun; and willingness to follow all COVID protocols, if any.

Responsibilities include: Planning and implementing a fun, engaging and safe program for children in several specialty areas that could include but is not limited to: Arts & Crafts, Nature & Science, Drama, Sports, and Age-Groups; and implement COVID protocols, if any.

Counselors: \$13.20/hour:

Requirements: At least 16 years of age prior to June 28th; role model who loves to help kids have fun; experience in camping or supervision of children preferred; and ability to follow Health Department guidelines and COVID protocols, if any.

Responsibilities include: Develop trust and comfort within a group of campers overseeing their fun, safety, and discipline; planning and conducting their activities; and implementing COVID protocols, if any.