



Town of Beekman Recreation & Parks
29 Recreation Center Rd., Hopewell Junction, NY 12533
845-227-5783 845-227-9685F

recdirector@townofbeekmanny.us www.townofbeekman.com



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

Join Our Amazing Fun Dedicated Staff 2023 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: Please be sure that application is legible and your references can be contacted
 - Dutchess County Application
 - Rec Department Application Supplement
2. **Review positions and requirements, choose the position that best fits your interests and qualifications**

Waterfront Positions: *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.

What we offer:

Free paid training, we have several CPR/First Aide Trainings available free of charge as well as position specific training during the month of June.

What we are looking for in an applicants:

- **Responsible:** able to commit to a position for the required dates and times
- Complete and pass a pre-employment drug test
- Correspond directly with management via email
- Flexibility: willing and able to **change expectations, schedules, tasks and responsibilities** as the season progresses
- Are willing and available to attend **“paid”** trainings in June as shown on the “Training Calendar”
- Demonstrate an **excellent work ethic** that can be **verified by 3 contactable references** from teachers, advisors, club leaders, supervisors, coaches (not friends or relatives)
- Stamina to work in the outdoors or in non-air conditioned areas of the park during the summer
- Ability to work with a others

Position/Requirements	Responsibilities
<p>Park Manager, \$16.70-\$21.50/hour 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 balance daily cash; knowledge and capability to market Rec programs to the public; computer literate in all Microsoft applications and registration software.</p>	<p>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.</p>
<p>Gate Attendants, \$14.20/hour 16 years and over; cheerful, honest, professional, able to work effectively with the public; math and computer skills; integrity; ability to comprehend and market Rec programs to the public; and availability 7 days of the week (to be scheduled fewer)</p>	<p>Greet patrons; handle registrations and Ice Cream Shack sales, and related cash; clean bathrooms and beach, assist with Family Fun Friday Night program.</p>
<p>Aquatics Director, \$18.60/hour starting wage 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; availability 7 days of the week (to be scheduled fewer).</p>	<p>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</p>
<p>Assistant Head Guard, Head Guard, Senior Head Guard, \$16.95/hour starting wage depending on position 18 to 21 and over; prior waterfront experience as a lifeguard for camp or children's program preferred; meet Board of Health certification requirements for First Aid, Waterfront Lifeguard, WSI, and CPR; ARC Lifeguard Management or Lifeguard Instructor preferred; and</p>	<p>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;</p>
<p>Water Safety Instructor, \$16.45/hour 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)</p>	<p>Swim testing swimmers and campers; planning, tracking, delivering swim lessons; Coaching swim team</p>
<p>Lifeguard, \$15.25-\$16.40/hour 16 and over prior to June 27th; availability 7 days of the week (to be scheduled fewer); and meet</p>	<p>Overseeing patron safety on the beach; raking the beach; cleaning bathrooms; emptying garbage; picking up litter; and adhering to relevant protocols</p>

Board of Health certification requirements for First Aid, Waterfront Lifeguard & CPR.	
Camp Director, \$17.70-\$18.20/hour starting wage 21 & over & Bachelor's Degree preferred; previous administrative or supervisory experience in camp or childcare setting; First Aid & CPR certification; ability to train and manage staff; build a team; develop a program that is safe, engaging, creative, and fun	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, organize and maintain camper files
Assistant Camp Director, \$16.20-\$16.50/hour starting wage 18 & 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;	Serving as the Camp Health Director's on site Designee; serving on the Rec. Dep't. Management Team; interpreting plans; implementing on site programs and coaching and supervising staff.
Leadership Program Coordinator, \$15.00/hour 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;	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.
Specialty Counselors, \$14.50-14.70/hour starting wage 16 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	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, or Sports
Counselors: \$14.20/hour: Requirements: At least 16 years of age prior to June 26 th ; role model who loves to help kids have fun; experience in camping or supervision of children preferred; and ability to follow Health Department guidelines	Develop trust and comfort within a group of campers overseeing their fun, safety, and discipline; planning and conducting their activities

Application Supplement



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PRINT CLEARLY

The purpose of this supplement is to provide additional information that is not on the Dutchess County Summer Recreation Application

1. _____
Last Name First Name email that **YOU check DAILY!**
2. If you are currently away at college please indicate the following (if not write DNA)
Dates you will be home for spring break: _____ Date you will be back in Beekman from college May: _____
3. Check the Department/s you are applying to work for:
 - a. _____ Gate: June 23rd – Labor Day, scheduled weekdays and weekends, 11:45am – 7pm*
 - b. _____ Waterfront: June 23rd – Labor Day, scheduled weekdays and weekends, 10:30am – 7pm*
 - c. _____ Camp: June 26 – Aug. 18th, scheduled 8:30am – 4:30pm weekday, One day a Session till 6:00pm*shifts are 4-8 hours with a 30 minute meal break
4. Which position/s are you applying for? _____
5. All staff are expected to join trainings in June, the dates will be worked around school schedules. Please confirm you will be available to join trainings in June after school hours: ____yes ____no
6. Why are you applying to work at Beekman Rec? _____

7. List any dates you will not be available to work between June 23rd and Labor Day:
If you do not list a date, you will not be granted a last minute request to have it off, so plan ahead for doctor's appointments, parties, family vacations, going away to college in the fall, etc!

8. Describe any work experiences you have had: _____

9. **List 3 non-relatives and non-peers** who can attest to your character, work ethic and ability to do the type of work you are applying to perform

10.

Reference 1:

Printed Last Name	Printed First Name	Position/Title
Cell phone	Work phone	Home land line
email address	Street address	Town State Zip

Office Use: Contact Date _____ Staff Initial _____

Reference 2:

Printed Last Name	Printed First Name	Position/Title
Cell phone	Work phone	Home land line
email address	Street address	Town State Zip

Office Use: Contact Date _____ Staff Initial _____

Reference 3:

Printed Last Name	Printed First Name	Position/Title
Cell phone	Work phone	Home land line
email address	Street address	Town State Zip

Office Use: Contact Date _____ Staff Initial _____

11. By signing below:

- I certify that the statements made on submitted materials are true and correct to the best of my knowledge.
- I understand that any misinformation, falsification or failure to disclose pertinent information will result in the termination of my services.
- I authorize all present or prior employers, educational institutions and the individuals listed by me, to release to Beekman Recreation, any information relevant to my application, including information about my employment record, and hereby release them from liability and responsibility for doing so.
- I understand that Beekman Rec reserves the right to conduct a criminal background check.
- If hired I agree to consent to random drug and alcohol testing and that failure to submit to such testing immediately shall be grounds for dismissal.
- I understand that any offer of employment is contingent upon:
 - My supplying documentation to substantiate my identity and employment eligibility sufficient to complete the I-9 Form required by the Federal Immigration and Control Reform Act of 1986
 - My scheduling, paying for, and partaking in, a drug test at TEK Occupational Services, Inc., 1075 Rte. 82, Hopewell Junction within 3 days of being asked.
 - I understand that Town of Beekman will reimburse me for the \$40 fee if I pass the test, accept the position, attend all training, and remain available to work all the dates agreed upon.

Applicant Signature

Date

For minors, a Parent/guardian signature indicates agreement with all of the above:

Parent/Guardian Printed Name

Parent/Guardian Signature

Dutchess County Summer Recreation 2023 Application

Title of Position: _____

Municipality: _____

For Dutchess County HR Use Only

Approved _____
 Conditional _____
 Disapproved _____

1. Social Security Number: _____ - _____ - _____

2. _____
 Last Name, First Name, Initial

Address _____

City _____ State _____ Zip Code _____

Your Cell Phone _____ Home Phone _____

3. If you are under 18 years of age, can you provide proof of eligibility to work? Yes _____ No _____

4. **If the position you are applying for has minimum or maximum age limits (see job description), please enter your date of birth:**

Month _____ Day _____ Year _____

5. Are you currently a U.S. citizen? Yes _____ No _____
 If "No", please give alien registration number: _____

6. CERTIFICATIONS/LICENSES: (*Attach a copy of your certification/license to this application.)

Title/Issuing Authority	License #	Original Date of Issue	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____

Do you possess a valid license to operate a motor vehicle in New York? Yes _____ (Class _____) No _____

7. EDUCATION:

High School: Do you possess a high school or equivalency diploma? Yes _____ No _____ If no, last grade completed: _____
 Name of High School _____

College:	Name/Location	Dates Attended	Major	# of Credits	Degree Earned
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. WORK EXPERIENCE: (Attach additional sheets if necessary.)

Name of Employer/Address _____ **Title** _____
Dates of Employment (From Mo/Yr) _____ **(To Mo/Yr)** _____ **# of hours/wk** _____ **Supervisor** _____
Duties Performed: _____

Name of Employer/Address _____ **Title** _____
Dates of Employment (From Mo/Yr) _____ **(To Mo/Yr)** _____ **# of hours/wk** _____ **Supervisor** _____
Duties Performed: _____

Affirmation and Authorization to Investigate and Release

The undersigned applicant hereby affirms that the statements made on this application and any attached papers or documents are true under the penalties of disqualification and perjury.

The undersigned applicant hereby authorizes the Department of Human Resources of the County of Dutchess or its agents to investigate matters necessary for the verification of the qualifications of the applicant. Such authorization shall include the right to examine any and all records, files, histories or other information relating to the applicant in the possession of any federal, state or municipal authority, corporation, agent or person. Furthermore, such investigation may include a criminal background investigation, which would require a fingerprint check, to determine overall suitability for employment. Failure to meet standards for the background investigation may result in disqualification. The applicant voluntarily releases from liability all persons or entities supplying or collecting such information.

 Signature

 Date

2023

CALENDAR YEAR

JUNE

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Training Calendar



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
		Waterfront, Park Managers, Camp Directors, Leadership Coord., Specialty Counselors CPR Recert or June 6	First Aid Training	Day Camp Directors, Leadership Coordinator, Specialty Counselors 5:30-7:30		
04	05	06	07	08	09	10
		Waterfront, Park Managers, Camp Directors, Leadership Coord., Specialty Counselors CPR Recert or May 30	Day Camp Directors, Leadership Coordinator, Specialty Counselors 5:30-7:30	New Camp Staff 5:30-7:30	All Camp Staff 5:30-8:30	
11	12	13	14	15	16	17
	Select Waterfront Dock Setup All Managers 5:30 Staff 6:30-9:30	Select Waterfront 5:30pm for lake setup	All Waterfront 3:30-6:30 All Camp Staff 6:30-9:30	All Gate Staff 5:30-7:30pm	All Waterfront 9-5	
18	19	20	21	22	23	24
		All Waterfront 3:30-6:30 All Camp Staff 5:30-8:30	All Waterfront 3:30-6:30 WSI's 6:30-8 All Gate Staff 5:30-7:30 All Camp Staff 5:30-8:30	Senior Prom	All Camp 1-7 Beach Opens	Graduation
25	26	27	28	29	30	01
Grad Rain Date	Camp Starts Swim Lessons Start Swim Team starts					
02	03	04	05	06	07	08

Color Key for Training:

Brown = First Aid and CPR

All Staff = Pinkish purple

Gate = Reddish Brown

Waterfront = Blue - you will be contacted by the Aquatic Director

Camp = Green

Managers = Black

Staff Name Printed: _____

I will be at all the trainings circled above

Staff signature: _____