



SEASONAL EMPLOYMENT OPPORTUNITIES

RECREATION DIVISION

GREENWICH PARKS AND RECREATION

SUMMER

HOW TO APPLY

The Greenwich Parks and Recreation Department hires for a variety of Fall, Winter, Spring and Summer seasonal/temporary jobs. Within this brochure is a list of seasonal positions within the Recreation Division of Parks and Recreation for Summer as well as a brief overview of each job. The job listings describe the nature of the work as well as the window of time to apply for each position. The length of employment, hours, and starting dates vary depending on the position. In addition, those interested in applying for a job through Greenwich Parks and Recreation may apply by visiting www.GreenwichCT.gov/Jobs and selecting the desired position from the list of job openings.

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Director of Human Services at 203-622-3800 or alan.barry@GreenwichCT.org as soon as possible or at least 10 days in advance of the event.

Applications will only be accepted through www.GreenwichCT.gov/Jobs

For more information, contact the Parks and Recreation office at 203-618-7649 or Recreation@GreenwichCT.org

At the Recreation Division, we expect all applicants for jobs to exhibit first class customer service skills and to always express a positive image for the Department of Parks and Recreation and the Town of Greenwich. For many positions in which the person works directly with youth, a background check is required. Additionally, many positions require the person to have or be willing to obtain/update CPR and First Aid Certification. Oftentimes, we will rehire those persons which have successfully worked in the same position in past seasons. For all positions, the Town of Greenwich is an Equal Opportunity Employer. We welcome you to apply!

Susan M. Snyder, MS, CPRP, Recreation Superintendent

Kamp Kairphree

When to apply: Mid-January – Mid-March

Camp Director – Kamp Kairphree

The Director of the camp is the overseer of the day-to-day operations as well as the organizer, manager, and salesperson for the camp. The Camp Director will have the following responsibilities:

Recruit and hire Counselors, Site Supervisors and Assistant Directors. Handles public relations and advertising for the camp. Assists with registration for campers. Organizes and manages orientation. Programs day-to-day setup of schedules; plans special activities; schedule buses and bus routes; order supplies; supervise counselors; work with Civic Center and Beach Staff; organize units; assign counselors to specific duties; evaluate staff; deal with parent questions/concerns; and weekly staff meetings.

Must be First Aid and CPR Certified or be willing to get First Aid/CPR certified. Will be trained to administer Medications. Previous Camp Counselor experience required. Teaching experience preferred. Must be over 21 years. Subject to a background check.

Assistant Camp Director – Kamp Kairphree

The job of the Assistant Director is to aid the Director in the successful implementation of programs. The Assistant Director will also assist the director with staff and supply issues. The Assistant Camp Director will have the following responsibilities:

Hire counselors and CIT's. Assists with orientation programs; day-to-day setup of schedules; plans special activities; order supplies; supervise counselors and CIT's; work with Civic Center and Beach Staff; organize units; deal with parent questions/concerns; and

weekly staff meetings. Supervises beach activities and staff at beach.

Must be First Aid and CPR Certified or be willing to get First Aid & CPR Certified. Will be trained to administer medications. Previous experience as a Camp Counselor required. Teaching experience preferred. Must be over 21 years old. Subject to a background check.

Camp Site Supervisor – Kamp Kairphree

The job of a Site Supervisor is to be the eyes and ears of the Camp Director when they are attending to other duties. The Camp Site Supervisor is the first line of communication at the beach for camper, parent and counselor concerns. Ability to plan and supervise camp activities, and to supervise counselors and CIT staff.

Must be First Aid and CPR Certified or be willing to get First Aid and CPR certified. Will be trained to administer medication and will receive small water craft safety training. Previous camp experience required. Must be 21 years of age. Subject to a background check.

Camp Counselor – Kamp Kairphree

The counselor is the person with whom the camper will have to most direct contact. The main duty of the counselor is to ensure an exciting, enjoyable, and safe summer for campers. The responsibilities of a Camp Counselor include:

Attend orientation, be at camp every day and at the appropriate time, ride the bus when necessary, delegate to CIT, organize and participate in games and activities, handle minor first aid problems, set-up and clean-up of areas, care for equipment, work with staff at specific sites, appropriate in both language and dress.

Counselor in Training CIT – Kamp Kairphree

Assist Counselor with providing a safe and enjoyable camp experience for campers. Must participate in all games and activities. Daily attendance is required. Additional volunteer hours may be requested.

Must be at least 14 years of age. Experience working with children preferred and experience as a camper required.

Tennis

When to apply:

Tennis Director: Early February - Mid-February

All other positions: Early March – Late March

Tennis Director

Responsible for the complete tennis program including organizing and developing tennis clinics, procedures, policies and class schedule, hiring and training all staff instructors. Teaching lessons throughout the season. Submits required paperwork and hand in time sheets according to the Recreation Division schedule. Answers all question and concerns regarding tennis programs.

Must be at least 21 years of age and have at least 3 years of experience instructing tennis. CPR & First Aid Certified.

Tennis Instructor

Teach lessons to children and adults in accordance with the lesson plans developed by the Tennis Director. Ensure all tennis supplies needed for the lesson that day are out and ready to go before class begins. Answer all questions that participants or parents may have before or after the class. Check courts daily for hazards i.e., glass, broken posts, nets, fence, gates, and report any problems to the tennis director.

Must be at least 15 years of age and enjoy working with the public. CPR, First Aid Certified.

Tennis Monitor

Various duties include checking tennis cards of all players on the courts, directing players to sites where they can purchase a day pass, and recording all information such as the number of people playing on tennis courts daily.

Must be at least 15 years of age and enjoy working with the public. CPR & First Aid certified.

Tennis Clerk

Provide excellent customer service to the public. Sign up Greenwich residents for different programs and clinics throughout the season, records all reservations weekly. Complete necessary paperwork and handles phone calls, etc., to ensure the smooth tennis program operation. Post all weekly reservations at assigned courts. In charge of collecting fees where applicable.

Must be at least 18 years of age. Must possess strong customer service skills on the phone and in person.

Music and Art Camp

When to apply: Early May – Late May

Camp Director – Music & Art Camp

The responsibilities of the Camp Director include: Recruitment of staff, organization of camp application process, organize and conduct pre-season staff meetings, supervise staff, daily program schedules and coordinate concerts.

Must have at least 5 years of experience in the teaching field, specifically teaching music. Also must possess excellent communication skills, organizational skills and leadership abilities to handle staff and large number of students.

Art Director – Art Camp

Development of curriculum and supervision of art program. Recruitment of art counselors. Supervision of staff and daily program schedules.

Must have at least 5 years of experience teaching an art curriculum with fresh leadership abilities to handle staff and large number of students.

Art Instructor

The Art Instructor assists the Art Director with the daily class curriculum and program. Supervises art classes and counselors.

Must be actively teaching in the art profession or working toward a degree in this field. Must possess excellent communication skills, organizational skills and the ability to handle staff and students. Must have

the ability to work with art students one-on-one in a classroom setting.

Counselor – Music & Art Camp

Music: All are responsible to the assigned Conductor and will assist during rehearsals, ensemble periods and conduct sectionals, when necessary. Must have excellent ability and knowledge on their instruments.

Art: All are responsible to the assigned Art Instructor and will assist during art shows and class breaks.

Entry level position for the musically/artistically inclined student looking to pursue a career in music/art. Must be a high school student.

Director of First Aid for Music & Art Program

Familiar with camper's and staff emergency information and medical concerns and keeps an updated roster on hand. Communicates with camper's parents with respect to children's medical concerns. Makes camp staff aware of campers medical concerns, when necessary, in order to keep children safe. Makes sure camp staff are following all safety procedures to keep themselves and children safe.

Must be able to administer medication, emergency response, First Aid, and CPR when necessary.

Must be at least 21 years of age or older and possess the required certifications.

Music Instructor

Responsible for daily rehearsals and preparation of the concert material for beginning band students; Selection of music material used and the programming of that material; Daily supervision of band students and counselors; Daily attendance sheets; and Daily communication with camp director.

Must be actively teaching in the music field with the ability to work one on one with students as well as in a small band type setting.

Conductors – Music Camp

Senior Strings & Orchestra Conductor

Daily rehearsals of the advance string ensemble and symphony orchestra. Recruitment of Junior Strings Conductor - when necessary - with camp director. Recruitment of strings counselors - Sr. and Jr. - with camp director. Selection of music material used and the programming of that material. Daily supervision of

senior strings students and counselors. Daily attendance sheets. Daily communication with camp director.

Junior Strings Conductor

Refer to Senior Strings.

Senior Band & Jazz Conductor

Daily rehearsals and preparation of the concert material for both band and jazz groups. Recruitment of Junior Band Director and Band Counselors, Sr. & Jr. Selection of music material used and the programming of that material. Daily supervision of band and jazz students and counselors. Daily attendance sheets. Daily communication with camp director.

Junior Band Conductor

Refer to Senior Band.

Must be actively teaching in the music field with the ability to work one on one with students as well as in a large orchestra type setting.

Swimming

When to apply: Mid-January – Late May

Head Swimming Instructors (Summer)

Instruct registered participants on how to swim or become a more efficient swimmer. Lead others to instruct swim lessons.

Must have knowledge of different swimming techniques and swimming strokes, experience teaching swimming strokes. Applicant must also be a certified Water Safety Instructor (W.S.I.) with current First Aid and CPR certifications. Lifeguard certification preferred, as well.

Swimming Instructor (Summer)

Instruct registered participants on how to swim or become a more efficient swimmer.

Must have a working knowledge of specific swimming techniques and swimming strokes and be able to communicate these to the students. Also must be able to take direction from the Head Instructors. This is an entry level teaching position so no WSI certificate is required but would prefer candidates to have current First Aid and CPR certifications. Certified Lifeguard certificate is preferred.

Umpires

When to apply: Mid-May – Mid-June

Umpires – Summer Baseball

Umpires will be scheduled to officiate games in the Town's youth summer baseball league. The umpire is responsible for calling the plate (balls and strikes) as well as the bases and all rules outlines for the league. Umpires are positioned behind the pitcher on the mound, unless certified and with equipment may call game from behind the plate. The umpire oversees all aspects of the game. Games are played on weeknights from the beginning of July until the end of August.

Must be 16 years of age or older. Must have experience with baseball - either officiating, playing, and/or coaching competitive. Experience umpiring and those with National Umpires Association certification preferred, but not required.

Adventurers Camp

When to apply: Mid-January – Early March

Adventurers Director

Plans and coordinates the daily camp schedule and activities with advisement from the Recreation Supervisor.

Supervises, leads, and directs camp staff. Coordinates with the Recreation Supervisor to assist with counselor training. Communicates supply and equipment needs to the Recreation Supervisor. Ensures camper safety and supervision by assigning counselors to roles and groups. Acts in a courteous but firm way when dealing with the participants. Documents behavioral incidents by campers or staff and notifies the Recreation Supervisor. Formally meets with counselors once per week to review plans, schedules, and address any program highlights or areas for concern. Ensures proper staff coverage on all camp trips and assigns groups for each trip.

Must have 24 weeks of experience as a camp counselor in an organized camp setting and at least 16 weeks in an administrative and supervisory role in an organized camp OR 2 years' experience in a child care setting plus additional experience in an administrative and supervisory role. Must have or be willing to obtain First Aid and CPR/AED certification. Must be at least 21 years of age or older.

Adventurers Assistant Director

Assists the Director in planning and implementing the daily camp schedule and activities. Develops creative programming for camp activities. Able to lead large groups of kids in camp games, activities, crafts, and field trips. Assists the Director in supervising, leading, and directing the camp staff. Able to make responsible decisions and judgments in the Director's absence. Must be able to fill in for the Director in emergency situations. Acts in a courteous but firm way when dealing with the participants. Documents behavioral incidents by campers or staff and notifies the Program Director and/or Recreation Supervisor. Administers emergency response and first aid if needed. Documents all accidents on the issued accident report and always notifies parents or guardians. Assists the Director in weekly staff meetings to review plans, schedules, and address any program highlights or areas for concern. Ensures proper staff coverage on all camp trips.

Must have 24 weeks of experience as a camp counselor in an organized camp setting and at least 6 weeks in an administrative and supervisory role in an organized camp OR 1-year experience in a child care setting plus additional experience in an administrative and supervisory role. Must have or be willing to obtain First Aid and CPR/AED certification. Must be at least 21 years of age or older.

Adventurers Counselor

Participates in pre-season staff training. Plans, implements, and participates in all camp activities with a positive attitude. Leads campers in games, activities, crafts, and field trips. Serves as a positive role model for all campers and peers. Responsible for the safety and well-being of all campers throughout the camp program. Notifies the Directors immediately of any accidents or incidents and provides requested information for documentation. Executes all emergency procedures with the safety of campers as the first concern. Enforces the "buddy system" throughout the duration of camp. Acts in a courteous but firm way when dealing with the participants. Responsible for proper care and storage of all camp equipment and facilities as assigned. Assists with the set-up and clean-up for all activities. Attends weekly staff meetings to review plans, schedules, and address any program highlights or areas for concern. Assists the Directors and other counselors as needed.

Must be 17 years of age or older or completed at least junior year of High School. Previous experience working with children preferred. Must have the ability to supervise children in all situations including the waterfront and trips. Must be willing to obtain First Aid and CPR/AED certification.

Sound Technician

When to apply: Late April – Late May

Sound Technician

Must supervise and set up all sound requirements for all Town of Greenwich functions, i.e., concerts, speaker, etc. Responsible to transport equipment to site and to secure equipment after event. Responsible to communicate with bands or speakers to ensure sound equipment is satisfactory. Responsible to keep inventory of all equipment and purchase upgraded equipment as needed after consulting with the Recreation Supervisor. Responsible to ensure all equipment is in working order and repairs made as needed.

Must have a working knowledge of sound systems and multi-channel amplifiers. Have the ability to set up a sound system for large concerts, shows and special events.

Assistant Sound Technician

Under the guidance of the Head Sound Technician, assists in the setup of sound systems for all special events on a scheduled basis. Transports all sound equipment to site and secure sound equipment after event. Assists with all sound checks

Must have working knowledge of sound systems and multi-channel amplifiers. Must have the ability to set up a sound system for concerts, shows, and other special events.