



SEASONAL EMPLOYMENT OPPORTUNITIES

Recreation Division

GREENWICH PARKS AND RECREATION

Fall, Winter, Spring

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 the Department of Parks and Recreation for Fall, Winter, and Spring, 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

Dorothy Hamill Skating Rink

When to apply: Late July – Early August

Zamboni Supervisor

The Zamboni Supervisor runs heavy equipment including, but not limited to the ice resurfacer, ice edger, power washer and snow blower. The applicant must be mechanically inclined, willing to do some physical labor and have an operational knowledge of the ice resurfacer. This applicant will be in charge of training and supervising staff Zamboni Operators. Other related duties as necessary to maintain Ice Rink, maintain records, safety of rink.

Must be at least 18 years of age. Rink supervision and ice maintenance experience required.

Assistant Zamboni Supervisor

The Assistant will assist the Zamboni Supervisor with the day to day supervision of running heavy equipment including but not limited to the ice resurfacer, ice edger, power washer and snow blower. The applicant must be mechanically inclined, willing to do some physical labor and have an operational knowledge of the ice resurfacer. Other duties include upkeep of the MSDS Book and OSHA requirements.

Rink supervision and ice maintenance experience required as the applicant will be responsible for these duties in the absence of the Zamboni Supervisor.

Zamboni Operator

Applicant will be running heavy equipment including, but not limited to, the ice resurfacer, ice edger, power washer, skid steer and snow blower. The applicant must be mechanically inclined, willing to do some physical labor and have operational knowledge of the ice

resurfacer. Supervision of the arena and cleaning staff when management is not available will be required, as well as a working knowledge of the technological aspects of making ice, the ice making equipment and its operation.

Must be at least 18 years of age.

Youth Hockey Director

The Director of Youth Hockey is responsible for the day to day operations of the Youth Hockey Program at Dorothy Hamill Rink. This includes team, league and volunteer management, as well as, on ice coordination and instruction in compliance with the rink manager guidelines. Complete Accident and Incident reports.

Previous Hockey coaching as well as instructional experience preferred. Must be 21 years of age or older. Must have or be willing to update/obtain CPR and First Aid certification.

Youth Hockey Instructor

The Instructor assists the Youth Hockey Director in all facets of running the Youth Hockey Program (skater evaluation, instruction as well as team scheduling) and league standings on the Youth Hockey website.

Some Hockey playing and coaching experience is preferred.

Youth Hockey Official

The Youth Hockey Official will be responsible for officiating the Youth Hockey Program games. The applicant reports to the Director of Youth Hockey.

Applicant must have or be working towards obtaining the USA Hockey Level 1 Patch.

Recreation Leader- Ice Skating Rink

The Recreation Leader supervises rink staff during public sessions, lessons, hockey games and/or assist at special events as needed. The Recreation Leader must schedule Rink Guards & Scoreboard Operators, order/maintain custodial and first-aid supplies as needed through the rink manager and set up school PTA parties (staffing & ticket allocation). In addition, the Recreation Leader must provide timely press releases for special events and extra holiday sessions and lead/coordinate staff through registration periods. Complete Accident and Incident Reports.

Applicant must be computer literate. Applicant must possess organizational, telephone, cashiering and supervision skills. The Recreation Leader must have excellent communication skills in order to interact with staff and general public. Must have or be willing to update/obtain CPR and First Aid certification.

Skating Rink Guard

The Skate Guard is to enforce skating rink rules while on/off the ice during public sessions and other skating events. Guards will give first aid when necessary, seeing that any injured person receives prompt medical attention. Complete Accident and Incident reports when necessary. Sweeping of areas used by the public is required after public sessions. Guards may be required to issue ice skates through the skate rental window on a rotating basis. Must have or be willing to update/obtain CPR and First Aid certification.

Skating Rink Scoreboard Operator

Scorekeeper duties involve maintaining a score sheet for scheduled games (for regular user groups and Town League games), operating the time clock, and keeping the scorer's box clean.

Skating School Director

The Director of the Greenwich Skating School will supervise the skating instructors, making sure all necessary qualifications and insurance is in order, organizes the allocation of private lessons with the skating instructors. The Director of the Skating School schedules the instructors and will be the liaison between the Skating School and the Rink Manager. Complete Accident and Incident Reports.

Previous ice skating coaching and instructional experience and knowledge of First Aid preferred. Must be 21 years of age or older.

Skating Rink Instructor

Instructors will be required to teach a minimum of two days per week for one or two group lessons as determined by the head instructor or rink manager to be considered a full-time teaching professional, one day must be Thursday or Saturday.

To teach as a Skating Instructor at Dorothy Hamill Rink you must carry current liability insurance, P.S.G.A. or I.S.I.A. certification (Skating School lessons and/or private lessons).

Skating Rink Instructor Aides

Assist Skating Instructors with the Learn to Skate classes which includes, but is not limited to, taking attendance, gathering students on the ice, and general skating instruction. This is an entry level position.

Skating Rink Cashier

Cashier duties include collecting admission, skate sharpening and program registration fees, giving ticket or receipt upon payment; ensuring safeguards for cash, checks and office equipment. Answers phones and addresses questions referring to skating program information, program/event hours, and driving directions to the facility.

One year of cashiering or cash receipt experience or experience in a closely related field required.

Skating Rink Custodian

The Skating Rink Custodian responsibilities include, but are not limited to, sweeping and mopping the facility rooms (warming hut, locker rooms, bathroom, etc.), garbage removal as needed and communicating any cleaning supply needs to the clerk in the office.

Skate Handler

Skate handlers are required to issue ice skates through the skate rental window and maintain the skate rental area neatly and orderly. This is an entry level position.

Skate Park

When to apply: Late January – Early February

Skate Park Coordinator

Hire, train, schedule and supervise all part-time skate attendants, guards and instructors. Plan, schedule and advertise all Skate Park programs. Account for all money and receipts that are received on a daily basis. Ensure Park is inspected daily for safety. Maintain all records and reports that are required by the Department of Parks and Recreation. Perform all other related duties as assigned by the Recreation Supervisor.

Must be at least 21 years of age, and enjoy working with the public. CPR and First Aid certified.

Skate Park Attendant

The Skate Park Attendant will ensure all skaters sign in when they arrive at the park, have waiver applications completed, and pay all appropriate fees. Must keep inventory on all safety pads, making sure all pads are signed in and out and returned after use. Ensure all participants bring their pass or pay the appropriate fees when they enter the park and follow all rules. Assist with first aid etc. Carry out all other related duties as assigned by the Skate Park Coordinator.

Must be at least 18 years of age or older, good phone and people skills, and must be CPR and First Aid certified.

Skate Park Instructor/Guard

Make sure all participants are skating in a safe manner and following the rules set forth by the Department of Parks and Recreation. Rope off any equipment deemed unsafe and report it to the Skate Park Coordinator. Pick up any trash or debris that you see during your shift. Teach all lessons as assigned in a consistent manner. Attend to all injuries and follow procedures as developed by the Department of Parks and Recreation. Complete all reports that are required during assigned shift and submit to the Skate Park Coordinator. Perform all other related duties as assigned by the Recreation Supervisor.

Must be at least 14 years of age, and have a good understanding of skateboarding. Must have above

average skateboarding skills. CPR and First Aid certified.

T Ball

When to apply: Early April

T Ball Recreation Leader

Brings all equipment out on the field and picks it up after the practices/games are over. Ensures all coaches are playing in a safe area. Ensures teams start games and practices on time. Answers any questions by parents or coaches. Communicates any problems or broken equipment to the Recreation Supervisor.

Must be at least 17 years of age and enjoy working with the public, First Aid and CPR certified.

Spring Soccer

When to apply: Mid-January – Mid-March

Soccer Director

Provide supervision and direction to the hired soccer instructors. Assign the instructors to assist the volunteer coaches and fill in where needed. Work with coaches to be a good role model and implement good sportsmanship. Be a resource to the coaches and address questions or concerns. Assist the Recreation Supervisor in pre-planning for soccer to be conducted 2-3 weeks prior to the start of the program.

Some soccer playing or coaching experience is preferred. Must be at least 18 years of age. Must have or be willing to get certification in First Aid and CPR.

Youth Soccer Instructor

Assist the Soccer Director and volunteer coaches with instruction, organization, set-up, clean-up and other duties as assigned. Provide positive instruction and guidance to young players. Conduct soccer drills, demonstrate skills, and organize and officiate modified games. Be a good role model and implement good sportsmanship. Ensure that all equipment is set-up and removed before and after each session.

Some soccer playing or coaching experience preferred. Must be at least 16 years of age.

Fall Soccer

When to apply: Mid-July – Mid-August

Soccer Director

Provide supervision and direction to the hired soccer instructors. Assign the instructors to assist the volunteer coaches and fill in where needed. Work with coaches to be a good role model and implement good sportsmanship. Be a resource to the coaches and address questions or concerns. Assist the Recreation Supervisor in pre-planning for soccer to be conducted 2-3 weeks prior to the start of the program.

Some soccer playing or coaching experience is preferred. Must be at least 18 years of age. Must have or be willing to get certification in First Aid and CPR.

Youth Soccer Instructor

Assist the Soccer Director and volunteer coaches with instruction, organization, set-up, clean-up and other duties as assigned. Provide positive instruction and guidance to young players. Conduct soccer drills, demonstrate skills, and organize and officiate modified games. Be a good role model and implement good sportsmanship. Ensure that all equipment is set-up and removed before and after each session.

Some soccer playing or coaching experience preferred. Must be at least 16 years of age.

Spring Swimming

When to apply: Early January – Mid-March

Head Swimming Instructors (Spring)

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 as well as swimming strokes, experience teaching swimming strokes. Must possess the ability to lead and direct others and have exceptional communication skills, especially with the public. Applicant must also be a certified Water Safety Instructor (W.S.I.) with current First Aid and CPR certification. Lifeguard certification preferred, as well.

Swimming Instructor (Spring)

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.

Fall Baseball

When to apply: Mid-July – Mid-August

Fall Baseball Director

Provide oversight and management of the fall baseball clinics. The Director plans and determines instruction format, drills, and organization of participants. Must lay out the work for and supervise other instructors. Participate in running drills, coaching, instructing, and demonstration. Must be familiar with participant's emergency information and keep an updated roster on hand. Administer emergency response and First Aid if needed. Follow the Town protocol for communicating emergencies. Ensure that all equipment is set-up and removed before and after each session. Role model and implement good sportsmanship.

Must have considerable baseball coaching/playing and instructional experience. Must be 21 years of age or older. Must have or be willing to update/obtain CPR and First Aid certification.

Fall Assistant Baseball Director

The Assistant Baseball Director will help the Baseball Director with instruction, supervision, administration duties, program management, set-up and clean-up for the fall baseball clinics. In the absence of the Director, serve as the primary contact for baseball and fulfill the required responsibilities of the Director. Be familiar with participant emergency information and keep updated roster on hand. Administer emergency response and first aid if needed. Reports all incidents to the Director. Conduct baseball drills and demonstrate skills. Role model and implement good sportsmanship. Ensure that all equipment is set-up and removed before and after each session.

Applicants with considerable baseball coaching and/or instructional experience preferred. Must be at least 18 years of age. Must have or be willing to update/obtain CPR and First Aid certification.

Field Hockey

When to apply: Mid-July – Mid-August

Field Hockey Director

The Field Hockey Director works in coordination with the Recreation Supervisor to plan, organize, and implement the Youth Field Hockey Program. Responsibilities of the Field Hockey Director include: ensure that field is set up for drills each week, give instruction to the staff and volunteers. Goalie equipment, balls, cones etc. are the responsibility of the instructor to bring to the field. Work with Recreation Supervisor in setting up friendly games and a Jamboree with other recreation teams/programs. Some travel will be required.

Applicant must have previous playing and coaching experience. Must have or be willing to update/obtain CPR and First Aid certification. Must be at least 21 years of age.

Field Hockey Assistant Director

Assist the Field Hockey Director with instruction, organization, set-up, clean-up and other duties as assigned. Must provide positive instruction and guidance to young players. Must conduct field hockey drills, demonstrate skills, as well as organize and officiate games. Role model and implement good sportsmanship. Ensure that all equipment is set-up and removed before and after each session.

Must have knowledge of the game and have either played or coached and must be at least 16 years of age.

Field Hockey Instructor

Assist the Field Hockey Directors with instruction, organization, set-up, clean-up and other duties as assigned. Provide positive instruction and guidance to young players. Conduct field hockey drills, demonstrate skills, and organize and officiate games. Role model and implement good sportsmanship. Ensure that all equipment is set-up and removed before and after each session.

Must have knowledge of the game and have either played or coached and must be at least 16 years of age.

Preschool

When to apply:

Head Teacher Position: Late July – Mid-August

Teacher I Position: Late July – Mid-August

Substitute Position: Late July – Continuous

Preschool Head Teacher @ Bible Street

Responsible for the total operation of the program, including but not limited to, setting up the curriculum, training the aides and other teachers, record keeping, and making sure all enrollments are up-to-date. The Head Teacher is also responsible for hands-on-teaching. Speaks to parents about any problems or upcoming activities. Keeps accurate records concerning all children, parents and teachers as mandated by the State of Connecticut. Makes sure all safety precautions are being followed. Organizes bulletin boards for state-mandated information to be displayed. Attends training sessions throughout the year to maintain and improve skills. Carries out all additional work as assigned.

Must be a certified Head Teacher by the State of Connecticut. Must have or be willing to update/obtain CPR/AED and First Aid certification.

Preschool Teacher I @ Bible Street

Responsible for hands-on teaching. Able to show classroom leadership. Must be flexible and able to work on a team. Able to get up and down from the floor or small chairs multiple times a day. Able to handle moderate to high stress levels. Make sure all safety precautions are being followed. Maintain a safe, stimulating learning environment. Follow policies and procedures as set forth by administration. Provide support and assistance to students throughout the school day. Provide a clean, safe, and nurturing environment. Follow direction of cooperating teacher. Additional work as assigned.

Evidence of knowledge of preschool curriculum and the ability to implement it. Must be able to speak, read, and write English fluently. Should have First Aid & CPR/AED certification or be prepared to become certified.

Substitute Preschool Teacher @ Bible Street

Per diem, as needed. Responsible for hands-on teaching. Able to show classroom leadership. Must be flexible and able to work on a team. Able to get up and down from the floor or small chairs multiple times a day. Able to handle moderate to high stress levels. Make sure all safety precautions are being followed. Maintain a safe, stimulating learning environment. Follow policies and procedures as set forth by administration. Must provide support and assistance to students throughout the school day. Provide a clean, safe, and nurturing environment. Follow direction of cooperating teacher.

Evidence of knowledge of preschool curriculum and the ability to implement it. Should have First Aid & CPR/AED certification or be prepared to become certified.

Youth Basketball

When to apply: Early October – Mid-October

Basketball Program Director

Oversees the Youth Basketball Program. The Program Director plans instruction and decides on the drills as well as provides leadership and supervision for other staff members and is actively involved in instructing and coaching. Communicates well with and answers all questions from participants and parents as needed. May coach an informal game played in a nearby town. Performs related duties as needed.

Considerable Basketball coaching and instructional experience involving children is required, including some experience organizing a program. Must have or be willing to update/obtain certification in First Aid and CPR.

Basketball Assistant Program Director

Serves as assistant to Youth Basketball Program Director and acts as Director in that person's absence. Instructs participants, conducts drills, serves as coach for informal house league teams. May coach an informal game in a nearby town. Performs related duties as needed.

Considerable basketball coaching and/or instructional experience involving children. Current certification in both First Aid and CPR is preferred.

Adult Basketball

When to apply: Early November – Early January

Basketball Scorekeepers/Timers

Scorekeepers will keep the score and time for all men's league basketball games.

Must be at least 15 years of age and have some knowledge of the rules of basketball.

Indoor Baseball

When to apply: Mid-October – Early November

Indoor Baseball Director

Provide oversight and management of the indoor youth baseball clinic. Plans and determines instruction format, drills, and organization of participants. Lays out the work for and supervises other instructors. Participates in running drills, coaching, instructing, and demonstration. Administers emergency response and first aid if needed. Ensures that all equipment is set-up and removed before and after each session. Talks with and answers questions of participants as needed. Be a good role model and implement good sportsmanship.

Must have considerable baseball coaching/playing and instructional experience. Must be 21 years of age or older. Must have or be willing to obtain a certification in CPR/AED and First Aid.

Indoor Assistant Baseball Director

Assists the Baseball Director with instruction, supervision, administration, program management, set-up and clean-up for the indoor youth baseball clinic. In the absence of the Director, serve as the primary contact for baseball and fulfills the required responsibilities of the Director. Conduct baseball drills and demonstrates skills. Be a good role model and implement good sportsmanship. Ensure that all equipment is set-up and removed before and after each session.

Considerable baseball coaching and/or instructional experience preferred. Must be at least 18 years of age. Must have or be willing to obtain a certification in CPR/AED and First Aid.

Indoor Softball

When to apply: Mid-October – Early November

Indoor Softball Director

Provides oversight and management of the youth softball clinic. Plans and determines instruction format, drills and organization of participants. Lays out the work for and supervises other instructors. Participate in running drills, coaching, instructing, and demonstration. Administers emergency response and first aid if needed. Ensure that all equipment is set-up and removed before and after each session. Be a good role model and implement good sportsmanship.

Softball coaching and instructional experience is preferred. Must be at least 21 years of age or older. Must have, or be willing to obtain, CPR/AED and First Aid certification.

Indoor Softball Assistant Director

Assist the Softball Director with instruction, coaching, organization, set-up, clean-up and other related duties assigned. Must provide positive instruction and guidance. Conduct softball drills and demonstrate skills. In the absence of the Director, serves as the primary contact for softball and fulfills the required responsibilities of the Director. Must be able to administer emergency response and first aid if needed. Must be a good role model and implement good sportsmanship. Ensure that all equipment is set-up and removed before and after each session.

Applicant must be at least 17 years of age. Softball playing, coaching and/or instructional experience required. CPR/AED and First Aid certification is preferred.

Pickleball

When to apply:

Fall: Mid-July – Mid-August

Winter: Mid-October - Early November

Spring: Late February – Late March

Pickleball Director

Provide oversight and management of the adult pickleball program. The Pickleball Director must plan and determine the instruction format, drills and organization of participants. Participate in conducting drills, coaching, instructing and demonstrating. Layout

the work for and supervise other instructors. Ensure that all equipment is set-up and removed before and after each session. Administer emergency response and first aid if needed.

Applicant must be at least 18 years of age or older. Pickleball playing or instructional experience is preferred. CPR/AED and First Aid certification is preferred.

Pickleball Instructor

Assist the Director with oversight and management of the pickleball program. Participate in running drills, coaching, instructing and demonstration. Ensure that all equipment is set-up and removed before and after each session. Talk with and answer questions of participants as needed.

Familiarity with the game of pickleball and some experience playing, coaching or instructing racquet sports. Must be at least 16 years of age or older.

Volleyball

When to apply: Early August – Late August

Volleyball Leader

Attends the volleyball games, providing directions to the different teams such as rules, court assignments, schedules, etc. Ensure that teams are playing by the rules that were set by the Recreation Division. Record all scores and wins and losses after each game. Provide any first aid, and fill out necessary accident reports as needed.

Must be a least 18 years of age, and possess some knowledge of volleyball. Should have or be willing to obtain CPR and First Aid certification.

Umpires

When to apply: Mid-January – Early March

Umpires – Girls Softball

There will be one umpire per game for the Town's girl's fast pitch softball league. The umpire is responsible for calling the plate (balls and strikes) as well as the bases and all rules outlined for the league. The umpire oversees all aspects of the game. Pre-season training is provided and mandatory for all hired umpires.

Applicant must have experience umpiring fast pitch softball or playing fast pitch softball at a competitive level. National Umpires Association certification is preferred.

Athletic Fields

When to apply: Early February – Mid-February

Field Monitor

Drives to various Athletic Fields in Town, checks user field permits for validity. Additional duties include explaining policies, answering questions and enforcing basic regulations, using good judgment and Police resources in extreme situations. Assists participants, coaches, officials and spectators as needed. Requests enforcement assistance as needed. Answers questions, crowd control and enforces rules that are specific to artificial turf athletic fields.

This requires heavy public contact, exceptional communication skills and reasonable discretion. Must have dependable transportation.

Gatekeeper

When to apply: Early March – Mid-March

Christiano Gatekeeper

Opens and closes outside gate at Transfer Stations for daily parking access to Christiano Field as needed. Opens and closes restrooms in Field house as needed. Employee is expected to contact Recreation Division to report any vandalism or other problems.