

# RECREATION DEPARTMENT 2024 SUMMER EMPLOYMENT APPLICATION

All summer seasonal positions are listed with the job title, hours of operation and description of responsibilities. Complete the City of Waltham's application, CORI request form, and schedule an appointment for an interview.

Please bring all completed forms and a photo ID with you to your interview.

Carefully read the entire application.

**2023 Returning Staff** - Returning employees do NOT need to schedule an interview, unless they are requesting a change in position. The completed application should be submitted to the Recreation Department, 510 Moody St. by **Tuesday, April 30, 2024**.

**New Applicants** – New applicants will need to complete an application and are required to schedule an interview before **Tuesday, April 30, 2024**. Interviews can be scheduled by contacting the Recreation Department Office at (781) 314-3475. It is the responsibility of the applicant to schedule an interview.

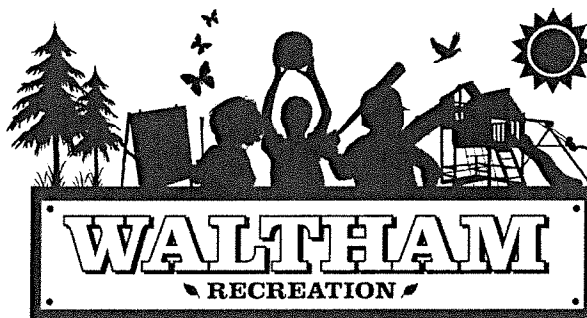
All applicants must complete the enclosed CORI (Criminal Offender Record Information) request form. This form should be completed and submitted with your application. A copy of your photo ID, license or valid Passport is also required. If you are under 18 years of age, your parents must also sign the CORI request form.

Review the attached list of summer positions to determine which one you are most interested in. Any questions you have about a position can be answered during your interview.

If selected for a position, **you must be CPR/AED and First Aid certified by an authorized provider.** If you are currently not certified, or need to recertify, a few scheduled classes will be offered. If you are unable to attend any of the scheduled classes, you must register for one at your own expense. All employees must be certified prior to the start of the summer season. Former employees will need to submit verification of certification. CPR/First Aid/AED certifications are valid for two years.

All 2024 available positions as described in this packet are dependent upon Fiscal Year 2025 budget appropriations. It may be necessary to adjust hours of employment, wages, and/or period of time applicants will be employed.

Any questions? Call the Recreation  
Department Office at 781-314-3475



## **Waltham Recreation Department**

During the summer months, the Waltham Recreation Department offers a variety of recreational programs for children entering kindergarten in September through grade nine.

Supervisory Staff must accept a full (8 weeks) summer commitment.

The Waltham Recreation Department has openings for supervisory staff, program instructors, as well as spray park, amusement attendants and special event staff. Those applicants selected will help us provide enjoyable and memorable summer experiences to all participants in a safe, nurturing, and healthy environment.

The following is a list of available positions for 2024:

### **1. Supervisory Positions**

Assistant Director for

Kaleidoscope Program  
(Participants are entering Kindergarten through grade six)

Pathfinders  
(Participants are entering grade one through grade six)

Summer Fun at Prospect Hill Program  
(Participants are entering grade one through grade six)

Teen Tripz Program  
(Participants are entering grade seven through grade nine)

LEAP Director

Teen leadership experience within the Summer Fun at Prospect Hill Program  
(Participants are entering grades seven, eight, and nine)

### **2. Program Instructors**

Kaleidoscope Program  
(Participants are entering Kindergarten through grade six)

Pathfinders  
(Participants are entering Kindergarten through grade six)

Summer Fun at Prospect Hill Program  
(Participants are entering grade one through grade six)

Teen Tripz Program  
(Participants are entering grades seven through grade nine)

### **3. Spray Park Attendants** at various locations

### **4. Amusements Attendants** at Prospect Hill Park (**must be 18 or older**)

### **5. Special Event Program Instructor** (May 18<sup>th</sup> and July 4<sup>th</sup>)

**Summer Program Supervisors**  
**Assistant Director – Kaleidoscope Program**  
**Assistant Director – Summer Fun at Prospect Hill Program**  
**Assistant Director – Pathfinders**  
**Assistant Director – Teen Tripz**  
**LEAP Director – Summer Fun at Prospect Hill Program**  
**(Teen Leadership Program)**

*Monday through Friday 8:30 a.m. – 3:30 p.m. June 24 through August 16 (8 weeks)*

Supervisory staff are responsible for assisting with planning, organizing, implementing, and delivering full day summer recreational programs designed to serve Waltham youth between kindergarten and grade nine.

Supervisory staff must demonstrate leadership skills necessary to ensure all program participants and staff members are safe and engaging in appropriate activities for their age and skill level.

Supervisory staff assist full time Recreation Supervisors with a variety of tasks including proper supervision of seasonal staff members, registered program participants, and the delivery of a well-balanced offering of summer recreational activities.

Supervisory staff are required to assist full time Recreation Department staff members with program needs and organizational aspects of the program being offered including but not limited to the following:

- Providing a safe and healthy environment for all participants and staff; including modifying activities to be inclusive to all participants
- Possessing the ability to supervise, direct, teach, and demonstrate skills to subordinates and engage in activities being offered to program participants
- Providing discipline as necessary, according to Recreation Department Policies and Procedures
- Program planning based on program goals, participants needs and for special assignments within weekly themes
- Supervising special events
- Effective communication with parents/guardians, program participants, program instructors and full time Recreation Supervisors
- Assisting with the schedule and regulating daily work assignments
- Accountability for equipment and facility security
- Supervision and implementation of all health and safety protocols
- Teen Tripz Assistant Director is required to have a valid drivers license and will be required to drive a passenger van

Supervisory staff must have knowledge of departmental standard practices and operating policies and procedures. They must have the ability to work independently and in combination with others as well as exercise good judgment in making decisions required on a daily basis.

Supervisory staff may be required to cover work assignments of all other staff positions if the situation warrants.

These positions require an active, healthy and energetic person capable of working in summer weather conditions, primarily outdoors. The work environment may at times be very hot and humid, loud and noisy, and fast paced.

## **Program Instructors**

*Monday through Friday 9:00 a.m. – 3:30 p.m. July 1 through August 16 (7 weeks)*

Program Instructors are assigned to work in a multi grade level outdoor program. Throughout the day, instructors will be engaged in facilitating and encouraging youth to participate in activities including sports, dancing, arts and crafts, games, and a variety of special events. A schedule provides the instructor with the basic structure for a well-balanced day.

Program Instructors are required to:

- Provide quality supervision to Waltham boys and girls with an emphasis on the children's social, emotional, and physical well being
- Provide a safe atmosphere for participants and other staff
- Supervise and participate in a structured program that provides a balance of recreational activities in summer weather conditions, primarily outdoors
- Create and modify activities to best meet the age and skill of the participants in their assigned groups
- Demonstrate frequent and open communication with staff, participants, and parents
- The instructor's responsibility is to adapt activities to be inviting and developmentally appropriate to the grade range they are working with
- Instructors will be responsible for organizing and leading activities for their specific group and at times for all youth within the program. Instructors will assist with social skills; interaction with peers, participation in sports, games, other leisure activities, and daily organizational skills
- Program Instructors are responsible for program set up and clean up each day. They are responsible for the care of all supplies and equipment used
- Implementation of all health and safety protocols

Instructors will have to model appropriate social behavior, modify activities to meet the needs of the youth and the group, and facilitate social interactions, if necessary. Instructors will work to include all youth to the best of their ability within each activity throughout the day. This position includes supervision of the children while at the Water Spray Park.

Program Instructors report directly to the full time Recreation Supervisors and Assistant Directors.

## Part-time Assistant Park Ranger

This position is to assist the Park Ranger is a variety of duties related to park protection and management. Responsibilities include but are not limited to:

- Aide Park Ranger with monitoring all activities in Waltham parks, including athletic fields, and various other facilities.
- Trail maintenance: performing physical tasks to maintain and enhance trails with various tools.
- Hazardous tree removals: assisting park ranger in removing and processing trees that impact visitor safety.
- Invasive species management: identification and removal of invasive species
- Visitor management: interact with park visitors sporadically, answer questions and provide a positive experience.
- Develop relationships with park visitors and users, as well as relevant community service providers to ensure all visitors gain the full benefits of our park system.

Scheduling of shifts is based on the needs of the department and may include weekdays, weekends, week nights, etc.

## Spray Park Attendants

*Monday through Friday      12:00 noon – 7:00 p.m.  
July 1 through August 16*

Attendants are assigned to water spray parks at the following locations:

Drake Playground	Hazel Street
Fitch Aquatic Spray Facility	Corner of Ash and Crescent Street
Graverson Playground	Pine Vale Road
Lazazzero Playground	Lake Street
Lowell Field	Grove Street
Monsignor McCabe Playground	Charlotte Road
McDonald Playground	Cutter St

Spray Park facilities are open seven days a week. The facilities will open in early June if weather conditions warrant. The season may be extended beyond the August 16, 2024 date, if hot and humid conditions exist. Additional hours could be available weather depending.

Spray Park - Hours of operation  
Subject to change, weather permitting.

Monday through Friday	10:00 a.m. – 8:00 p.m.
Saturday	10:00 a.m. – 8:00 p.m.
Sunday	10:00 a.m. – 8:00 p.m.

Spray Park Attendants are responsible for:

- Supervision of the facility
- Ensuring a safe environment for all participants
- Inspection of grounds prior to the start of the day and basic maintenance as necessary throughout the day
- Effective communication with parents/guardians, users visiting the facilities, Recreation Department summer season staff and supervisors

***Please review the list of facilities and mark your preference on the employment application. Spray Park location assignments are provided at orientation, prior to the start of the summer season.***

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**Amusements Attendant (must be 18 or older)**

The Recreation Department operates six attractions located at Prospect Hill Park suitable for young families and youth.

Attendant's duties are as follows:

- Overall supervision of facility
- Operate rides
- General maintenance

Hours of operation ***(May – September)***

Subject to change, weather permitting

Fridays	3:00 p.m.- 8:00 p.m.
Saturdays	12:00 p.m.- 6:00 p.m.

**Special Event – Program Instructors**

Available to assist with afterschool, weekend or special events offered. (May 18<sup>th</sup> and July 4<sup>th</sup>)

**WALTHAM RECREATION DEPARTMENT  
SUMMER EMPLOYMENT APPLICATION**

Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_ Grade Level: \_\_\_\_\_

School Attending, Sept. 2024 \_\_\_\_\_ Grade Level: \_\_\_\_\_

**Preferred T-shirt size** \_\_\_\_\_

Explain why you are applying for this position and what you could offer to the children of Waltham:

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Those applicants previously employed (summer of 2023) by the Waltham Recreation Department and recommended for rehire by their supervisors, are not required to have an interview, unless they would like to change positions.

**\* ALL NEW APPLICANTS MUST MAKE AN APPOINTMENT FOR AN INTERVIEW \***

Appointments for interviews can be made at the Recreation Department office, Monday through Friday, from 8:30 a.m. to 4:30 p.m., or by calling (781) 314-3475 during business hours.

**NO APPLICANT CAN BE CONSIDERED FOR EMPLOYMENT WITHOUT FIRST FILING A COMPLETE APPLICATION AND BEING INTERVIEWED.**

Please choose the position you are most interested in.  
Then select in order of priority #1, #2, etc. your preferred position/location.

### **SUPERVISORY POSITIONS**

- \_\_\_\_\_ Assistant Director Summer Fun at Prospect Hill
- \_\_\_\_\_ Assistant Director Kaleidoscope
- \_\_\_\_\_ Assistant Director Pathfinders
- \_\_\_\_\_ Assistant Director Teen Tripz
- \_\_\_\_\_ LEAP Director

### **PROGRAM INSTRUCTOR POSITIONS**

- \_\_\_\_\_ KALEIDOSCOPE (Monsignor McCabe Playground, 90 Charlotte Road)
- \_\_\_\_\_ SUMMER FUN at Prospect Hill (Prospect Hill Park, 314 Totten Pond Road)
- \_\_\_\_\_ PATHFINDERS (Lowell Field, 190 Grove Street)
- \_\_\_\_\_ TEEN TRIPZ (Waltham Recreation Dept. 510 Moody Street)

### **SPRAY PARK**

- \_\_\_\_\_ Drake Playground (Hazel Street)
- \_\_\_\_\_ Fitch Aquatic Spray Facility (Corner of Ash and Crescent Street)
- \_\_\_\_\_ Graverson Playground (Pine Vale Road)
- \_\_\_\_\_ Lazazzero Playground (Lake Street)
- \_\_\_\_\_ Lowell Field (Grove Street)
- \_\_\_\_\_ Monsignor McCabe Playground (Charlotte Road)
- \_\_\_\_\_ McDonald Playground (Cutter St)

### **SPECIALIZED INSTRUCTOR POSITIONS**

- \_\_\_\_\_ Amusements Attendant (**must be 18 or older**)
- \_\_\_\_\_ Special Event – Program Instructor
- \_\_\_\_\_ Ranger Assistant



*The summer season is seven weeks; July 1, 2024 – August 16 2024.*

*It is highly encouraged that the applicant can work all  
seven weeks of the summer season.*

1	July 1 – July 5 (Monday- Wednesday, Friday)	5	July 29 – August 2
2	July 8 – July 12	6	August 5 – August 9
3	July 15 - July 19	7	August 12 – August 16
4	July 22 – July 26		

*Please note if you will have a scheduling conflict. No other additional time off will be considered.*

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**I understand all information provided is accurate and my summer availability is listed above.**

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**Signature**

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**Date**

CITY OF WALTHAM  
119 School Street  
Waltham, MA 02451  
(781) 314-3355  
Fax (781) 314-3358



☐ EXEMPT POSITION.  
☐ CIVIL SERVICE APPLICATION  
CIVIL SERVICE # \_\_\_\_\_

Please print or type		Affirmative Action/Equal Opportunity Employer		Today's Date:	
<b>Personal Information</b>					
Name (last)		(first)		(middle)	
Home Address (no. & street, apt)		(city)		(state) (zip)	
Home Phone (include area code)		Cell Phone (include area code)		Eligible to work in U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Previously Employed by CITY OF WALTHAM? Yes <input type="checkbox"/> No <input type="checkbox"/>		Department & Position		Email address	
				Are you at least 18 yrs of age? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Education and Academic Record</b>					
College/School/Business/Tech	Location	Dates		Course/ Major	Degree
		From	To		Type
					Year
High School	Location	From	To	Course/ Major	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
					GPA
List Any License(s) and/or Certification(s) Required or Related to Position Applying For:					
Type:	Number:	State:		Expiration Date:	
Type:	Number:	State:		Expiration Date:	
Foreign Language Proficiencies		Personal Achievements			
<b>Military Service - Please provide a copy of DD214 for Civil Service positions</b>					
Branch and Organization				Veteran Status Yes <input type="checkbox"/> No <input type="checkbox"/>	
Specialized Training					
Are you the widowed, unremarried spouse or parent of a veteran who died from a service connected disability incurred during wartime service? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Employment Preference</b>					
Type of Employment Desired				Date Available	
Work Preferred:	First Choice		Second Choice		
I will accept: Full Time Yes <input type="checkbox"/> No <input type="checkbox"/>		Part Time Yes <input type="checkbox"/> No <input type="checkbox"/>		Temporary Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have any relatives who are City employees? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please provide name and department			

## Employment History

(Please list your three most recent positions)

May we contact your present employer? Yes ☐ No ☐

Company

Type of Business

Telephone

Address

Position

Department

Hours per WK

Supervisor

Start Date

Starting Salary

Date Left

Last Salary

Reason for Leaving

Duties/Major Accomplishments

Company

Type of Business

Telephone

Address

Position

Department

Hours per Wk

Supervisor

Start Date

Starting Salary

Date Left

Last Salary

Reason for Leaving

Duties/Major Accomplishments

Company

Type of Business

Telephone

Address

Position

Department

Hours per Wk

Supervisor

Start Date

Starting Salary

Date Left

Last Salary

Reason for Leaving

Duties/Major Accomplishments

## References (list three below, preferably supervisor/business)

Reference Name/Relationship

Telephone

Firm Name

Address

### Read Carefully Before Signing

I certify that the above information is true and complete to the best of my knowledge; any misrepresentation of information on this application may be reason for immediate dismissal. I authorize you to review my character and ability to perform the job for which I am applying. I understand that in carrying out the review, reports may be solicited from previous employers, schools, credit bureaus, Registry of Motor Vehicles, personal and other references, but that no attempt will be made to contact my present employer or law enforcement agencies to see if I have been convicted of a felony unless specifically authorized by me to do so. I hereby release them from all liability for damages for providing this information. I also recognize that I will be required to complete the City's employment forms, complete and pass a pre-employment physical and complete and pass pre-employment drug/alcohol testing as well as a probationary period.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Note: Labor Service registration is valid for five years and is subject to all provisions of Civil Service Law and Rules. If you wish to renew your registration for one five year extension, you must notify the City of Waltham Personnel Department in writing no earlier than six months before, or no later than six months after the fifth anniversary of your registration. Failure to provide such notification will result in removal from the Labor Registration List.



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services 200  
Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
MASS.GOV/CJIS



This form is not to be faxed. Please return form to organization.

**Criminal Offender Record Information (CORI)  
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

\_\_\_\_\_  
City of Waltham  
(Organization) is registered under the  
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective  
employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a  
CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to

\_\_\_\_\_  
City of Waltham

(Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my  
signature. I may withdraw this authorization at any time by providing \_\_\_\_\_

City of Waltham

(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that \_\_\_\_\_  
City of Waltham  
(Organization) may conduct

subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this  
Acknowledgement Form is true and accurate.

\_\_\_\_\_  
Signature of CORI Subject

\_\_\_\_\_  
Date



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
MASS.GOV/CJIS



**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting  
The fields marked with an asterisk (\*) are required fields

\* First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

\* Last Name: \_\_\_\_\_ Suffix (Jr., Sr., etc.): \_\_\_\_\_

Former Last Name 1: \_\_\_\_\_

Former Last Name 2: \_\_\_\_\_

Former Last Name 3: \_\_\_\_\_

Former Last Name 4: \_\_\_\_\_

\* Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

\* Last SIX digits of Social Security Number: \_\_\_\_\_ -- \_\_\_\_\_ ☐ No Social Security Number

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

**Current Address**

\* Street Address: \_\_\_\_\_

Apt. # or Suite: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

**SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government-issued identification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by:

\_\_\_\_\_  
Print Name of Verifying Employee

\_\_\_\_\_  
Signature of Verifying Employee

\_\_\_\_\_  
Date