



**JOB OPENING - SUMMER COUNSELOR POSITIONS 2016**

**NO PHONE CALLS IN REGARD TO POSITIONS WILL BE ACCEPTED**

**IMPORTANT! READ ALL INSTRUCTIONS AND REQUIREMENTS BEFORE SUBMITTING APPLICATION**

**DEADLINE FOR SUBMISSION EXTENDED TO MARCH 23<sup>RD</sup> BY 4:00 PM**

Sandown Parks and Recreation will accept applications for the upcoming Summer Recreation Program during the following time period: **MARCH 4<sup>TH</sup> THRU MARCH 18<sup>TH</sup>**. Applications received after the deadline of **March 18<sup>th</sup> by 4:00 PM** will be placed on file and reviewed only if need. Applicants are advised of the following information:

No phone calls will be accepted regarding positions. Only 1-3 positions may be available. **Include a statement with your application form stating why you are interested in a position and what you feel your qualifications might offer the program. Limit to no more than 250 words. Applications received without statement will be returned and not reviewed.** Please include any special skills you may have and may be willing to share with participants. List only personal references who are not your relatives or Town of Sandown employees; or Sandown Board or Commission members. *You must provide a telephone number for all references listed.*

All applications will be reviewed but not all applicants may be scheduled for an interview. Scheduled interviews will take place only on **SATURDAY, MARCH 26<sup>th</sup> between 9 AM and 12 NOON** at the Edward Garvey Recreation Facility located at 25 Pheasant Run Drive in Sandown. Applicants are interviewed by a panel and must be available to be interviewed on that date. If you are not able to interview on that date we will place your application on file for possible future use. Applicants must be a minimum of 16 years of age. Current First Aid and CPR/AED certification is required. If hired and not First Aid/CPR certified, training will be provided and employee must be available to participate in offered training. **Counselors must commit to 6 full weeks of the 7- week program.** All Town of Sandown prospective employees will undergo criminal background checks.

Applicants are advised that the following applies: The program is anticipated to begin on Monday, June 20<sup>th</sup> and end Friday, August 5<sup>th</sup>. Staff is required to be available for pre-program training and program set-up in the weeks prior to June 20<sup>th</sup> and those hired will be notified of those dates. This may or may not include evening and weekend hours. Staff is required to be available for post-program scheduling which may include weekend hours on Aug. 6-7<sup>th</sup>. Most positions are scheduled for 40 hours per week. Starting counselor pay is \$8.25 per hour. Regularly scheduled hours are 7:45 AM – 4:15 PM Monday through Friday with some flexibility needed for limited late afternoon and evening events and field trips.

Applicants are advised that work conditions include being outdoors for long periods of time during hot weather. Applicants should be comfortable participating at a high level of physical activity every day to include: running, walking, standing and swimming. Work conditions require being in water which may include lakes, ponds, and ocean. Prior experience with children is desired.

Applications must be returned by the noted deadline to: Sandown Parks and Recreation/PO Box 642/Sandown, NH 03873 or alternatively, may be placed in the Parks and Recreation Department drop-box located at the Ed Garvey Recreation Facility at 25 Pheasant Run Drive in Sandown. Drop box is available 24/7. It is located around the side of the building by the playground, mounted on the building, next to the side door.

Application forms may be found at [www.sandown.us](http://www.sandown.us) and navigate to the Parks and Recreation page.