

DEPARTMENT OF LEISURE AND SOCIAL SERVICES
SUMMER STAFF POSITIONS
2020

1. **Pool Cashier** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
 - Positions available at Beachland, Kennedy, Fernridge and Eisenhower Pools.
 - Work as cashier selling daily admission tickets, swim passes, registering for swim lessons, etc.
 - Responsible for collecting revenue and preparing revenue deposit forms.
 - Positions up to 40 hours per week. Must be available late June through August. Must be available for evening and weekend hours.
 - Must be available for training in June.
 - Pay rates start at minimum wage.

2. **Pool Lifeguards/Instructors** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
 - Positions available at Beachland, Kennedy, Fernridge and Eisenhower Pools.
 - Must be 16 years old. Must have Red Cross Lifeguard Certificate.
 - Swim Lesson Instructors must also have Red Cross Water Safety Instructor Certificate.
 - Positions up to 40 hours per week. Must be available late June to late August. Must be available evenings and weekends.
 - Must be available for training in June.
 - Pay rates start at minimum wage and up, depending on experience.

3. **Camp Counselors - Camp Funtastic & Camp Hillcrest** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
 - Conduct activities for and supervise children enrolled in summer camp programs based at the town parks.
 - Graduating high school senior, college student or older preferred.
 - 8 week program from June 22 through August 14 - must be available for training session in June.
 - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
 - Pay rates start at minimum wage.

4. **Camp Counselors - Buena Vista Camp** - Apply at Veterans Memorial Skating Rink.
 - Conduct activities for and supervise children enrolled in summer camp programs based at the rink.
 - Graduating high school senior, college student or older preferred.
 - 8 week program from June 22 through August 14 - must be available for training session in June.
 - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
 - Pay rates start at minimum wage.

5. **Camp Counselors and Lead Staff – Elmwood Community Center- ECC Theater Camp, Busy Bees Preschool Camp, Discovery Zone Camp, CIT Camp** - Apply at Elmwood Community Center
 - Conduct activities and supervise children enrolled in ECC summer programs. Programs range in age from 2 – 16.
 - Candidates should be enthusiastic, self-motivated, eager to work with children and excited to be an excellent teammate.
 - Preference given to graduating high school seniors, college students, or older and those with previous camp counselor experience.
 - Position hours vary – can be up to 40 hours per week. Positions available June 15 through August 29
 - Pay rates start at minimum wage and up, depending on experience.
 - Must be available for training in June and to work some evening and weekend hours.

6. **Camp Counselors & Instructors - Westmoor Park Summer Nature Day Camp** - Apply at Westmoor Park.
 - Work as part of a team to plan and lead “hands on” educational programming for children ages 3 – 13.
 - Must have background and knowledge in natural sciences, horticulture, agriculture or large and small animal care.
 - Supervises children assigned to your group and interact professionally with parents.
 - Positions up to 40 hours per week.
 - Must be available for all 8 weeks of camp. Camp runs from June 22 through August 14.
 - Must be available for training in June.
 - Pay rates start at minimum wage.

7. **Assistant Coordinator - Westmoor Park Summer Nature Day Camp** - Apply at Westmoor Park
- Work closely under the supervision of the Camp Director to provide hands-on educational programming for enrolled campers ages 3-13.
 - Experience teaching and leading in a summer camp program desired.
 - Experience in nature study, environmental education, or related fields desired.
 - Will assist in training and supervising instructors, counselors and counselors-in-training (CIT's)
 - Develop and run both small and large group activities for the afternoon portion of the camp day.
 - Communicate professionally with parents.
 - Must be available for all 9 weeks of camp and staff training prior to camp.
 - References are requested that can attest to your leadership skills, and your abilities working with children.
- (Interested candidates should submit a resume and cover letter, along with three references, to Westmoor Park, Attn: Doug Jackson, 119 Flagg Road, West Hartford, CT 06117. Douglas@Westhartfordct.gov
8. **Camp Assistants – Inclusion Support and Special Needs Program** – Apply at the Elmwood Community Center (1:1 Aides) at our special needs camps (Beachland Adventures, Beachland Teen and/or various mainstream camps throughout town (i.e. Buena Vista, Westmoor Park, Funtastic etc.).
- MUST have employment, academic, and/or volunteer experience with individuals with physical, health, and/or cognitive limitations; must be able to PROVIDE REFERENCES to address preparedness to work with children (ages 3 - 21) with special needs.
 - Must be energetic, enthusiastic, and eager to make a difference! Flexibility is a must!
 - Must know how to swim and expect to be in the pool daily.
 - Must commit to a minimum of 6-weeks, M-F employment. Hours vary based on full or half day registration but most shifts are 12:30 pm – 4:30 pm (20 hours per week).
 - Must be available for all training in June.
 - Part-time positions, no benefits.
 - Variable pay rates depending on experience and training; starting at minimum wage.
 - Applications that include two letters of reference that address preparedness to work with children with special needs are preferred.
 - Early application is encouraged as hiring is done on a rolling basis as campers enroll.
- Special Needs Program Employment Applications are available online at the Town of West Hartford Leisure Services website, the Special Needs Program website (www.westhartfordct.gov/snrec), at the Leisure Services office in Town Hall (50 South Main Street) or in the main office on the 1st floor of the Elmwood Community Center (1106 New Britain Avenue, West Hartford, CT 06110). Please send completed applications back to Elmwood Community Center in care of Special Needs Coordinator. Please attach a resume and any supporting documents requested. Please call the Special Needs Coordinator at 860-561-8194 with any questions.
9. **Golf Course Starters & Rangers** - Apply at the Rockledge Golf Course.
- Positions available at Rockledge Golf Course. Assist golfers using Rockledge.
 - Positions up to 40 hours per week. Must be available for early morning, evening and weekend hours.
 - Pay rates start at minimum wage.
10. **Golf Course Laborer** - Apply at Leisure Services office, West Hartford Town Hall.
- Positions available doing maintenance work at the town's golf courses.
 - Must be 18 years old to operate equipment.
 - Positions up to 40 hours per week, positions available beginning early spring. Available for early mornings as well as weekend hours. (Saturday mornings, if scheduled)
 - Pay rates start at minimum wage and based on experience.
11. **Park & Pool Maintenance** - Apply at Leisure Services office, West Hartford Town Hall.
- Positions available doing maintenance work at the town's parks and outdoor pools.
 - Must be 18 years old to operate equipment.
 - Positions up to 40 hours per week, positions available beginning late April or early May. Must be available for early morning as well as a few weekend hours.
 - Pay rates start at minimum wage and based on experience.