

**PARKS RECREATION & BEACHES OFFICE
NEW BEDFORD SUMMER EMPLOYMENT PROGRAM**

Important Information for Applicants

- Applicant is required to work the full duration of the program.
- Must be 16 years of age by the effective date of the program, unless otherwise noted. Must be a New Bedford Resident. Lifeguard residency waivers may be considered if needed.
- Criminal Offender Record (CORI) check is mandatory, **copy of photo ID must be submitted with CORI form.**
- Previous Summer Program employment does not guarantee employment in the 2019 season.
- Due to the number of applicants and limited number of positions, not all applicants will be interviewed.
- Only applicants may make any employment inquiries.
- Mandatory Training dates will be scheduled before the program begins.
- **Completed applications must be returned to the Parks Recreation & Beaches Office, Monday - Friday at 181 Hillman St., Bldg #3, New Bedford, by April 19, 2019 at 4pm.**

<u>PERSONAL INFORMATION</u>	<u>PLEASE PRINT</u>	<u>DO NOT LEAVE BLANK SPACES</u>
Name: _____		Email: _____
Last Name First Name		
Home Address: _____		Cell: _____
Street & Number City Zip		
Emergency Contact: _____		Phone: _____
Name Relationship		Cell: _____
Do you meet age and residency requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid MA Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Social Security #: _____

<u>SEASONAL TRAINING & EMPLOYMENT PROGRAM (STEP) / LOTTERY</u>
_____ Site Supervisor (Summer Food Service Program)
This position is filled through a lottery

<u>EMPLOYMENT EXPERIENCE DESIRED</u>
<p>The jobs listed below require experience and/or certifications. List, in order of preference, top 3 choices you'd like to be considered for by number (e.g. 1, 2, 3). Do not check or X selection. Hours per week vary. See seasonal employment opportunities page for job descriptions.</p> <p> <input type="checkbox"/> Site Monitor Supervisor* <input type="checkbox"/> Site Monitor* <input type="checkbox"/> Van Driver* <input type="checkbox"/> Van Aide <input type="checkbox"/> KSDP Director <input type="checkbox"/> KSDP Asst. Director <input type="checkbox"/> KSDP Group Leader <input type="checkbox"/> KSDP Counselor <input type="checkbox"/> KSDP Nurse <input type="checkbox"/> Waterfront Supervisor* <input type="checkbox"/> Asst. Waterfront Supervisor* <input type="checkbox"/> Head Lifeguard* <input type="checkbox"/> Lifeguard <input type="checkbox"/> Beach Lot Supervisor <input type="checkbox"/> Beach Lot Attendant <input type="checkbox"/> Park Ambassador* </p> <p align="center">*Position requires valid Massachusetts driver's license.</p>

<u>GENERAL (No Experience Required)</u>
<p>Place a check next to any that you possess:</p> <p> <input type="checkbox"/> Picture ID (<u>all positions</u>) <i>mandatory for CORI</i> <input type="checkbox"/> Driver's License <input type="checkbox"/> American Red Cross/Waterfront Lifeguard <input type="checkbox"/> American Red Cross/Community First Aid and Safety <input type="checkbox"/> American Red Cross/C.P.R. for the Professional Rescuer <input type="checkbox"/> American Red Cross/AED </p>

EDUCATION TO CURRENT DATE

High School: _____ College: _____
Name Years Completed Name Years Completed

VOLUNTEER OR PROFESSIONAL EXPERIENCE List current/previous employment beginning with most recent.

Employer	Address
Telephone	Title
Supervisor	Dates of employment
Salary received	Reason for leaving

Description of primary duties: _____

Employer	Address
Telephone	Title
Supervisor	Dates of employment
Salary received	Reason for leaving

Description of primary duties: _____

REFERENCES List 3 people not related to you who can comment on your work performance and/or experience.

NAME	ADDRESS	PHONE	OCCUPATION	YEARS ACQUAINTED

I certify that I meet the above requirements and commit to the full duration of the program if employment is offered to me.

_____ Applicant's Signature

_____ Date

_____ Typed or Printed Name



CITY OF NEW BEDFORD
Department of Planning, Housing and Community Development
INCOME CERTIFICATION FORM
FISCAL YEAR 2017

Individual assisted by a Community Development Block Grant Funded Activity

Income Limits required by the U.S. Dept. of Housing & Urban Development – *please circle one.*

<i>INCOME LEVEL</i>	<i>1 PERSON</i>	<i>2 PERSON</i>	<i>3 PERSON</i>	<i>4 PERSON</i>	<i>5 PERSON</i>	<i>6 PERSON</i>	<i>7 PERSON</i>	<i>8 PERSON</i>
Extremely Low Income (30%)	0 - 13,250	0- 15,150	0 - 17,050	0- 18,900	0- 20,450	0- 21,950	0- 23,450	0- 24,950
Very Low Income (50%)	13,251- 22,050	15,151- 25,200	17,051- 28,350	18,901- 31,500	20,451- 34,050	21,951- 36,550	23,451- 39,100	24,951- 41,600
Low Income (80%)	22,051- 35,250	25,201- 40,300	28,351- 45,350	31,501- 50,350	34,051- 54,400	36,551- 58,450	39,101- 62,450	41,601- 66,500
Over Income	35,251- above	40,301- above	45,351- above	50,351- above	54,401- above	58,451- above	62,451- above	66,501- above

Ethnicity: (*select one only*) _____ Hispanic or Latino _____ Not Hispanic or Latino

Race: (*select one*)

- | | |
|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian & White |
| <input type="checkbox"/> Black /African American | <input type="checkbox"/> Black/African American & White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Am. Indian/Alaskan Native & |
| <input type="checkbox"/> Black/African Am. | |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Other Multi-Racial |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> Asian/Pacific Islander |
| <input type="checkbox"/> American Indian/Alaskan Native & White | |

Other: (*select all that apply*)

- Senior (62 years or older)
- Handicapped or Disabled
- Female Head of Household
- Minor (up to age 18)

 Applicant's Signature Type or Print Name

If client is below 18 years of age, a parent or legal guardian must verify income and sign form.

I certify, under the penalties of law, this income information is correct and I understand that the information I have provided on my family income is subject to verification by authorized representatives of the City of New Bedford Office of Housing and Community Development, and the U.S. Department of Housing and Urban Development.
This information will be kept confidential and used for HUD monitoring purposes only.

Signature of Parent/Legal Guardian:_____ **Date:** _____

CITY OF NEW BEDFORD
SEASONAL EMPLOYMENT OPPORTUNITIES

This is an illustration of duties. Complete job descriptions are available.

Park Ambassador: position will run June to September

Patrol assigned park area and assure the safety and security of guests and City property. Provide information, instructions, and assistance to the public regarding park rules, programs, facility usage, and history. Maintain daily logs and prepare incident and safety reports. Must be available weekends. Up to 40 hours per week

Kennedy Summer Day Program Most positions run late June through August

Program Director – Responsible for supervising all Summer Day Program staff, which includes: Assistant Program Director, Group Leaders and Counselors. Plans, supervises, coordinates, directs and sets program activities with the assistance of staff. Responsible for working with parents and children, evaluating and disciplining participants and staff, and supervising day-to-day activities. Minimum 21 years old. **Up to 40 hours/week**

Assistant Program Director – Responsible for supervising all Summer Day Program staff, which includes: Group Leaders and Counselors. The Assistant Director assists the Director in planning, supervising and coordinating program activities with the assistance of staff. Responsible for maintaining all registration forms, medication information, parent notes, etc. related to the program. Minimum 18 years old. **Up to 40 hours /week**

Group Leader – Oversees age-specific group of campers, plans/organizes daily activities for the Summer Day Program, and supervises Counselors. Minimum 16 years old. **Up to 35 hours/week**

Counselor – Works directly with age-specific camper groups, taking part in all activities and ensuring the safety of the children in all activities. Also acts as Bus Monitor and is directly responsible for the safety of children getting on and off the bus at their proper stop. Ensures the children have someone at the stop to escort them home. Minimum 16 years old. **Up to 35 hours/week**

KSDP Nurse – Responsible for providing nursing services to all program participants and staff during program hours and program management, consistent with Massachusetts guidelines, regulations and statutes governing nursing practices. Must have a current Massachusetts LPN (RN preferred) license to practice as a nurse and maintain certification in CPR/AED. Minimum 21 years old. **Up to 35 hours/week**

Play in the Park and Summer Food Program (Parks and Playgrounds) Most positions run late June through August

Site Monitor Supervisor - *Must possess a valid MA driver's license* Performs a variety of tasks associated with the Summer Food Service Program. Coordinates daily activities, oversees Site Monitors, conducts administrative tasks and record keeping, coordinates with food service provider, and visits all Summer Food Service Program sites as needed for oversight of the program. Minimum 18 years old. **This position begins in May with a flexible schedule. Up to 35 hours/week**

Site Monitor - *Must possess a valid MA driver's license* Performs a variety of tasks associated with the Summer Food Service Program. Visits each site to ensure that rules and regulations are being followed and is responsible for the completion of paperwork required for reimbursement grant. Reports any violations of guidelines to the SFSP Director and re-trains staff as needed. Minimum 18 years old. **One Site Monitor will begin in April with a flexible schedule to assist with program set-up. Up to 35 hours/week**

Site Supervisor – Performs a variety of tasks associated with the Summer Food Service Program. Serves breakfast, lunch and/or snacks at each designated site, and completes daily paperwork for calculating the meal counts. Also participates in activities with the children before and/or between meals with activities provided by the Parks Recreation & Beaches Department. Minimum 16 years old. **Lottery position (must attend mandatory orientation in order to be considered for hire). Up to 15 hours/week**

Van Driver – *Must possess a valid MA driver’s license* Is responsible for the safe transportation of all food to summer food sites. Minimum 21 years old. **Up to 35 hours/week**

Van Aide – Delivers meals to sites, follows the planned recreation schedule and alerts the Site Supervisor and Area Site Coordinator of any problems. Must follow all food handling procedures. Minimum 16 years old. **Up to 35 hours/week**

Beach Parking Program Most positions run late June through Labor Day

Beach Lot Supervisor - Collects fees and tickets. Maintains an accurate log of daily sales. Provides security within assigned areas. Maintains parking lots to ensure they are kept clean and orderly. Supervises Beach Lot Attendants. Minimum 18 years old. **Up to 40 hours/week**

Beach Lot Attendant – Ensures all cars parked in beach parking lots have purchased and/or displayed parking pass. Keeps hourly/daily count of all vehicles entering the beach facilities. Keeps parking lots clear of trash and debris. Minimum 16 years old. **Up to 40 hours/week**

Waterfront & Lifeguards Most positions run June through Labor Day

****Must possess American Red Cross Waterfront Lifeguard, Community First Aid and Safety, CPR for the Professional Rescuer, AED****

Waterfront Supervisor – *Must possess a valid MA driver’s license* Responsible for the supervision and safety of the public at City beaches, including the supervision of other lifeguard staff. Minimum 18 years old. **Up to 40 hours/week**

Asst. Waterfront Supervisor – *Must possess a valid MA driver’s license* Responsible for the safety of the public at City beaches. Assumes the role of Waterfront Supervisor in his/her absence. Minimum 18 years old. **Up to 40 hours/week**

Head Lifeguard – *Must possess a valid MA driver’s license* Responsible for the safety of the public at City beaches. Assumes the role of Asst. Lifeguard Supervisor in his/her absence. Minimum 16 years old. **Up to 40 hours/week**

Lifeguard – Ensures patrons’ safety and protects lives by preventing and responding to emergencies. Minimum 16 years old. **Up to 40 hours/week**



**CITY OF NEW BEDFORD
DEPARTMENT OF LABOR RELATIONS & PERSONNEL**

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGMENT FORM**

The City of New Bedford 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, sub-contractors, volunteers.

As a prospective or current employee, sub-contractor, volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the City of New Bedford 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 the City of New Bedford with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, PURPOSES ONLY: The City of New Bedford may conduct subsequent CORI checks within one year of the date this form was signed by me, provided, however, the City of New Bedford must first provide me with written notice of this check.

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

SIGNATURE

DATE

SUBJECT INFORMATION:

Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth Place of Birth (City)

Last Six Digits of Your Social Security Number: xxx - _____ - _____

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Last Name Father's First Name

Mother's Last Name Mother's First Name Mother's Maiden Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

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

VERIFIED BY: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee