

Summer Employment Information



Below is the different positions the Recreation employs during the Summer 2020 season. This packet was created to help potential applicants to learn about the different positions and how to submit an application. If you have any questions, please contact the Recreation Department at medfordrecreation@medford-ma.gov or (781) 393-2486.

Positions Summary:

- ♦ **Lifeguard** - All lifeguards will be expected to work beginning the day after Medford high school is on Summer Vacation. Employees are expected to attend a mandatory training on June 5 from 5pm-8:30pm and June 6 from 8:30am-2pm. Nights and weekends required. All new applicants are expected to work July 4th. Lifeguard certification required. Must be age 16 or older. Employees will be schedule for 30-35 hours per week.
- ♦ **Bath House Attendant-** All Bathhouse Attendants will be expected to work beginning the day after Medford high school is on Summer Vacation. All employees are expected to attend a mandatory training on June 6 from 11am-2pm. Nights and weekends required. All new applicants are expected to work July 4th. Employees will be scheduled for 10-35 hours per week. Must be 14 or older.
- ♦ **Park Instructor-** Park Instructors are scheduled for 20 hours per week between the hours of 9am-4pm during the week. Must be age 16 or older. All employees are expected to attend a mandatory training on Monday, June 29th from 11:00am-3:00pm.
- ♦ **Park Ranger-** Rangers will be expected to work beginning the day after Medford high school is on Summer Vacation. Employees are expected to attend a mandatory training on June 6 from 11am-2pm. Nights and weekends required. Must be age 18 or older. Employees will be schedule for 20-40 hours per week.



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
(781) 393-2486

POSITION: Lifeguard

DEPARTMENT: Recreation

HOURS OF WORK: This is a seasonal position that begins mid-June to the end of August. Lifeguards are scheduled up to 35 hours per week. This position is not eligible for overtime pay. Employees will be expected to work late evenings and weekends. New employees will be required to work July 4th.

RATE OF PAY: \$14.50 – \$17.00 per hour.

JOB RESPONSIBILITIES: A Lifeguard is responsible to ensure the safety of all patrons visiting Wright's Pond or Tufts Pool and to respond to emergencies.

- Scans the area of surveillance to make sure that patrons are safe and behaving according to the rules.
- Acts in emergency situations and provides rescue and first aid assistance up to his or her training level until medical personnel arrive and take over.
- Inspects the aquatic facility for unsafe conditions and cleanliness to prevent accidents and reports any hazards to the supervisor.
- Enforces rules consistently and fairly.
- Attends all mandatory training.
- Fills out reports for incidents or other records for reference.

QUALIFICATIONS:

Age 16 or older
American Red Cross Lifeguard
Standard First Aid
CPR/AED for the Professional Rescuer
American Red Cross Waterfront Certification preferred

DEADLINE TO APPLY: June 5th, 2020



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
(781) 393-2486

POSITION: Bath House Attendants

DEPARTMENT: Recreation

HOURS OF WORK: This is a seasonal position that begins mid-June to the end of August. Bath House Attendants are scheduled up to 35 hours per week. This position is not eligible for overtime pay. Employees will be expected to work late evenings and weekends.

RATE OF PAY: \$13.00 per hour.

JOB RESPONSIBILITIES: A Bath House Attendant is responsible for ensuring that bath house and facility remains clean and sanitary for the public. Duties includes...

- Complete the opening, mid-day, and closing checklist.
- Empty trash barrels.
- Sweep, mop, and sanitize the bathrooms.
- Clean picnic tables.
- Rake and fill holes on the beach.
- Clean and maintain restrooms throughout your shift.
- Enforce all facility rules.
- Develop and maintain a friendly relationship with members of the facility and staff.

QUALIFICATIONS:

Age 14 and older.

DEADLINE TO APPLY: June 5th, 2020



Medford

Medford Recreation Department

30 Forest Street

Medford, MA 02155

(781) 393-2486

POSITION: Park Instructor

DEPARTMENT: Recreation

HOURS OF WORK: This is a seasonal position that begins July to the end of August. Instructors are scheduled to work 20 hours per week.

RATE OF PAY: \$13.00 per hour

JOB RESPONSIBILITIES: A Park Instructor is responsible for providing safe activities including sports, games, and crafts at various parks around the City. Duties includes...

- Plan, organize, and lead activities and crafts for groups of children in various parks around the city.
- Explain rules of the activities and instruct participants at a variety of skill levels.
- Enforce safety rules to prevent injury.
- Organize and set up the equipment that is used in recreational activities.

QUALIFICATIONS:

Age 16 or older after July 4th.

DEADLINE TO APPLY: June 5th, 2020



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
(781) 393-2486

POSITION: Park Ranger

DEPARTMENT: Recreation

HOURS OF WORK: This is a seasonal position that begins June to the end of August. Rangers are scheduled to work 20 –40 hours per week. This position is not eligible for overtime pay. Employees will be expected to work late evenings and weekends.

RATE OF PAY: \$15.00 per hour

JOB RESPONSIBILITIES: A Park Ranger is responsible for providing safe environment and enforce rules and policies among Wright's Pond and Tufts Pool. Responsibilities include...

- Enforce rules and policies at recreation facilities.
- Assist lifeguards with rule enforcement when necessary.
- Check facility membership. Sell/ distribute passes.
- Provide excellent customer service.
- Fill out reports and communicate to the Recreation Department when incidents arise.

QUALIFICATIONS:

Age 18 or older after June 5th.

DEADLINE TO APPLY: June 5th, 2020



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
(781) 393-2486

City of Medford Recreation Department Summer 2020 Seasonal Employment Application

This application is for Seasonal Employment during the Summer of 2020. Employment dates must be between June 1st, 2020 through September 21st, 2020. If you wish to apply for a part-time position that is year round, please contact the Recreation Department.

Contact Information

First Name:

Last Name:

Address:

City:

State:

Zip:

Phone Number:

Email:

Are you a Medford Resident? ☐ Yes ☐ No

Are you currently employed by the City of Medford? ☐ Yes ☐ No

Please fill in the circle for any position(s) for which you are applying:

- ☐ Lifeguard (must be at least 16 years and certified)
- ☐ Bath House Attendant
- ☐ Park Instructor
- ☐ Park Ranger (must be 18 or older)

Lifeguards, Bath House Attendants, and Park Rangers will be expected to work weekends.

Date you are expected to be available to begin work:

Date expected to end summer employment:

End date must be after August 14th

Availability (Lifeguards, Bath House Attendants, and Park Rangers)

Please provide your general summer availability below. Employee Schedules will be created in June. Shifts will be available between 9:30am-8:30pm Monday-Sunday. You must choose a Saturday or Sunday to work.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Employees cannot take off more than one week vacation to be on the lifeguard schedule. You will be expected to secure coverage for the days you are on vacation. Details will be given during the Orientation.

Please list all of your certifications including the expiration date.
Please submit a copy of your certifications along with the application. All Lifeguards will become Waterfront Certified at the Wright's Pond Orientation.

| Certification | Expiration Date |
|----------------------|-----------------|
| CPR | |
| First Aid | |
| Lifeguard Training | |
| Waterfront Lifeguard | |

Required Training Dates

Lifeguards: June 5 from 5pm-8:30pm and June 6 from 8:30am-2pm

Bath House Attendant's & Park Rangers: June 6 from 11am-2pm

Park Instructors: June 6 from 11am-2pm

Please submit this application to

**Personnel Department
City of Medford
85 George P. Hassett Drive
Medford, MA 02155**

**Or send application with the job title in the subject line to
jobs@medford-ma.gov**

"The City of Medford is an Equal Opportunity/ Affirmative Action/ 504 Employer. Women, Minorities, Veterans and Persons with Disabilities are encouraged to apply. City of Medford residents are especially encouraged to apply."