

Summer Employment Information



Below are the different positions the Recreation Department employs during the Summer 2021 season. This packet was created to help potential applicants 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 gets out on summer vacation. Employees are expected to attend a mandatory training (date TBD). 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 gets out on summer vacation. All employees are expected to attend a mandatory training (date TBD). 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 Ranger-** Rangers will be expected to work beginning the day after Medford High School gets out on summer vacation. Employees are expected to attend a mandatory training (date TBD) . Nights and weekends required. Must be age 18 or older. Employees will be scheduled for 20-40 hours per week.
- ♦ **Lead Counselor-** The Lead Counselor is expected to work beginning July 5-August 13 and able to work Monday-Friday from 8:00am-5:00pm. Must be age 18 or older.
- ♦ **Counselor-** All Counselors will be expected to work beginning July 5-August 13. Must be available for two-three days per week between 8:00am-5:00pm. Must be age 16 or older.



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.
- Fills out reports for incidents or other records for reference.
- Attends mandatory training.

QUALIFICATIONS:

Age 16 or older after June 7, 2021
American Red Cross Lifeguard
Standard First Aid
CPR/AED for the Professional Rescuer
American Red Cross Waterfront Certification preferred

DEADLINE TO APPLY: June 7th, 2021

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



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: \$13.50 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 after June 7, 2021

DEADLINE TO APPLY: June 7th, 2021

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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: \$13.50 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 7, 2021

DEADLINE TO APPLY: June 7th, 2020

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Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155

POSITION: Lead Counselor

DEPARTMENT: Recreation

HOURS OF WORK: This is a seasonal position that begins July 5th– August 13th. The Lead Counselor is scheduled to work 35-40 hours per week, weekdays from 8:00am-5:00pm. This position is not eligible for overtime pay.

RATE OF PAY: \$17 per hour

JOB RESPONSIBILITIES:

- Directly supervise and evaluate Camp Counselors
- Greet, check in, and answer questions from parents and staff
- Directly communicate to parents and staff
- Ability to work in a team-oriented environment
- Follow and execute the facilities Emergency Action Plan if necessary
- Perform CPR or provide basic first aid
- Fill out and complete daily check lists, accident or incident reports and communicate to management when emergencies occur during recreation programs
- Perform cleaning duties following covid-19 plans - including sanitizing frequently touched surfaces and ensuring staff and participants are social distancing, wearing masks, and washing their hands
- Plans, and organizes activities for participants
- Enforce safety rules and prevent injury

Other duties may be assigned by the Recreation Director, Assistant Recreation Director or Program Manager

QUALIFICATIONS:

- Age 18 or older after July 4th, 2021
- Able to attend Orientation June 18th & 19th (time TBD)
- Standard First Aid (provided during orientation)
- Adult and Child CPR/AED/EpiPen (provided during orientation)
- Enjoys staying active and participating in a multitude of recreation activities from field games, court games, arts & crafts, as well as swimming
- Able to problem solve and have good judgement

DEADLINE TO APPLY: June 7th, 2021

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Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155

POSITION: Counselor

DEPARTMENT: Recreation

HOURS OF WORK: This is a seasonal position that begins July 5th– August 13th. All Counselors will be scheduled to work two –three days per week from 8:00am-5:00pm. This position is not eligible for overtime pay.

RATE OF PAY: \$15 per hour

JOB RESPONSIBILITIES:

- Organize, instruct and participate in a multitude of recreation activities.
- Supervise and provide a safe environment for the children enrolled in the program
- Greet, check in, and answer questions from parents.
- Follow and execute the facilities Emergency Action Plan if necessary.
- Perform CPR/AED/EpiPen or provide basic first aid
- Fill out and complete daily check lists, accident or incident reports and communicate to Lead Counselor when emergencies occur during recreation programs
- Perform cleaning duties following covid-19 plans - including sanitizing frequently touched surfaces and, making sure participants are social distancing, wearing masks and washing their hands
- Enforce Safety rules and provide a safe environment

Other duties may be assigned by the Lead Counselor

QUALIFICATIONS:

- Able to attend Orientation June 18th & 19th (time TBD)
- Standard First Aid (provided during orientation)
- Adult and Child CPR/AED/EpiPen (provided during orientation)
- Enjoys staying active and participating in a multitude of Recreation activities from field games, court games, arts & crafts as well as swimming
- Ability to work in a team-oriented environment

DEADLINE TO APPLY: June 7th, 2021

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Medford

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

City of Medford Recreation Department Summer 2021 Seasonal Employment Application

This application is for Seasonal Employment during the Summer of 2021. Employment dates must be between June 1st, 2021 through September 18th 2021. 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? This includes the school department. 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 Ranger (must be 18 or older)
- Lead Counselor
- Counselor

Employees (except counselors) 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 13th

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.

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	

Please check here if you would like to take a lifeguard class with the Recreation Department

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**

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