

Summer Employment Information



Below are the different positions the Recreation Department employs during the Summer 2023 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 for summer vacation. Employees are expected to attend a mandatory training (June 17 & 18). 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 for 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 in June. 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 3-August 11 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 3-August 11. Must be available for two-five 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: \$17.00– \$23.00 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 1, 2023
American Red Cross Lifeguard
Standard First Aid
CPR/AED for the Professional Rescuer
American Red Cross Waterfront Certification preferred

DEADLINE TO APPLY: June 2nd, 2023

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: \$15.00 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 after June 2, 2023

DEADLINE TO APPLY: June 2, 2023

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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: \$15.00-\$18.00 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 2, 2023

DEADLINE TO APPLY: June 2,2023

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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 3– August 11th. 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.

QUALIFICATIONS:

- Age 18 or older after July 3, 2023
- Able to attend Orientation June 22 & 23
- 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: Position will remain open until filled.

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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 3– August 11. All Counselors will be scheduled to work two –five 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.
- 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: Position will remain open until filled.

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Medford

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

**City of Medford
Recreation Department
Summer 2023 Seasonal Employment Application**

This application is for Seasonal Employment during the Summer of 2023. Employment dates must be between June 1st, 2023 through September 15th 2023. 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) Certified Agency: Red Cross YMCA Other: _____

Bath House Attendant

Park Ranger (must be 18 of 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 11th

Please submit this application to

**Medford Recreation Department
85 George P. Hassett Drive
Medford, MA 02155**

**Or send application with the job title in the subject line to
MedfordRecreation@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."