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 2020 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 for those hired for KSDP & SFSP.
- **Completed applications must be returned to the Parks, Recreation & Beaches Office, Monday - Friday at 181 Hillman St., Bldg #3, New Bedford, by March 27, 2020 at 4pm to be considered in 1st round of selections.**

PERSONAL INFORMATION **PLEASE PRINT** **DO NOT LEAVE BLANK SPACES**

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? □ Yes □ No
Do you have a valid MA Driver's License? □ Yes □ No Social Security #: _____

SEASONAL TRAINING & EMPLOYMENT PROGRAM (STEP) / LOTTERY

_____ Site Supervisor (Summer Food Service Program)

****This position is filled through a lottery****

EMPLOYMENT EXPERIENCE DESIRED

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.

___ Site Monitor Supervisor* ___ Site Monitor* ___ Van Driver* ___ Van Aide

___ KSDP Director ___ KSDP Asst. Director ___ KSDP Group Leader ___ KSDP Counselor ___ KSDP Nurse

___ Waterfront Supervisor** ___ Asst. Waterfront Supervisor** ___ Head Lifeguard** ___ Lifeguard **

___ Beach Lot Supervisor ___ Beach Lot Attendant ___ Park Ambassador

***Position requires valid Massachusetts driver's license.**

****Positions require Lifeguard Certification. We did not supply the training for this position.**

GENERAL (No Experience Required)

Place a check next to any that you possess:

_____ Picture ID (**all positions**) *mandatory for CORI*

_____ Driver's License

_____ American Red Cross/Waterfront Lifeguard

_____American Red Cross/Community First Aid and Safety

_____American Red Cross/C.P.R. for the Professional Rescuer

American Red Cross/AED

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
Office of Housing and Community Development

INCOME CERTIFICATION FORM
FISCAL YEAR 2019

Income Limits set by the U.S. Department of Housing & Urban Development *(Please circle one):*

INCOME LEVEL	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Extremely Low Income (30%)	0 – 16,250	0 – 18,550	0 – 20,850	0 – 23,150	0 – 25,050	0 – 26,900	0 – 28,750	0 – 30,600
Very Low Income (50%)	16,251 – 27,050	18,551 – 30,900	20,851 – 34,750	23,151 – 38,600	25,051 – 41,700	26,901 – 44,800	28,751 – 47,900	30,601 – 51,000
Low Income (80%)	27,051 – 32,460	30,901 – 37080	34,751 – 41,700	38,601 – 46,320	41,701 – 50,040	44,801 – 53,760	47,901 – 57,480	51,001 – 61,200
Over Income	32,461 – 43,200	37,081 – 49,400	41,701 – 55,550	46,321 – 61,700	50,041 – 66,650	53,761 – 71,600	57,481 – 76,550	61,201 - 81,450

Ethnicity: *(select only one)*

☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: *(select only one)*

☐ White
☐ Black/African American
☐ Asian
☐ American Indian/Alaskan Native
☐ Native Hawaiian/Other Pacific Islander
☐ American Indian/Alaskan Native & White
☐ Asian and White
☐ Black/African American and White
☐ Am. Indian/Alaskan Native & Black/African Am.
☐ Asian/Pacific Islander
☐ Other Multi-Racial

Other: *(select all that apply)*

☐ Seniors (62 years or older) ☐ Female Head of Household ☐ Handicapped or Disabled

☐ Minors (up to age 18) ***NOTE: If client is below 18 years of age, parent or legal guardian must verify income and sign form.***

_____ _____
Applicant's Signature Typed or Printed Name

I certify, under the penalties of law, that 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's Office of Housing & Community Development and the U.S. Department of Housing & 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**

THE CITY OF NEW BEDFORD
DEPARTMENT OF LABOR RELATIONS & PERSONNEL
133 WILLIAM ST, RM 212, NEW BEDFORD, MA 02740
T: 508-979-1444 | F: 508-979-1619

Criminal Offender Record Information (CORI) Acknowledgement 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, subcontractors, volunteers, license applicants or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to 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.

I also understand, that the City of New Bedford may conduct subsequent CORI checks within one year of the date this form was signed by me.

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

Signature of CORI Subject	*Date*

THE CITY OF NEW BEDFORD
DEPARTMENT OF LABOR RELATIONS & PERSONNEL
133 WILLIAM ST, RM 212, NEW BEDFORD, MA 02740
T: 508-979-1444 | F: 508-979-1619

SUBJECT INFORMATION

The fields marked with an asterisk (*) are required fields.

*First Name: _____ Middle Initial: _____

*Last Name: _____ Suffix (Jr, Sr, etc...): _____

Former Last Name (1): _____

Former Last Name (2): _____

Former Last Name (3): _____

Former Last Name (4): _____

*Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

*Last **SIX** digits of Social Security Number: ___ - _____ ☐ No Social Security Number

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

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

Father's Full Name: _____

Mother's Full Name: _____

CURRENT ADDRESS

*Street Address: _____

Apt # or Suite: _____ *City: _____ *State: _____ *Zip Code: _____

SUBJECT VERIFICATION

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

_____

_____

_____

Verified by:

_____
Print Name of Verifying Employee

_____ _____
Signature of Verifying Employee *Date*