



**KINGSTON**  
*Parks & Recreation*

## **2024 KINGSTON PARKS & RECREATION SUMMER KREC KONNECT SUMMER PROGRAM JOB DESCRIPTIONS – OPEN POSITIONS - COUNSELORS**

### **Knowledge Abilities & Skills Qualifications:**

- Current CPR certification
- Ability and desire to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Ability to assist in teaching an activity
- Good character, integrity, and ability to adapt to program setting
- Enthusiasm, sense of humor, patience, and self-control
- College or High School age students, or equivalent

### **Responsible To:**

Parks & Recreation Director, Recreation Office Program Administrator, Summer Program Directors

### **Specific Responsibilities:**

- Learn the likes/dislikes of each participant
- Recognize and respond to opportunities for problem solving in the group
- Carry out established guidelines in enforcing program safety regulations
- Assist in teaching or leading an activity
- Be available **all** weeks of the program, July 8<sup>th</sup> – August 16<sup>th</sup>; Flexibility of Shifts needed: Monday –Thursday; 8:00am – 4:30pm, or 8am – 12:00 pm, or Friday – 8:00am 12:00pm
- Be present for all training /orientation days; **Mandatory Orientation Date:** June 25<sup>th</sup>. If needed, June 26<sup>th</sup> for CPR Training.
- Assist with setting up and cleaning up for all activities
- Oversee the safety of the children participating in the program
- CPR Certified (Recreation Department to offer a certification program – if not able to go on the date offered staff is required to become certified on their own)

### **There is a three-tier structure for counselor positions; Lead Counselor, Senior Counselor and Counselor**

**Lead Counselor** - Lead Counselor has had previous experience working with children in a similar camp/recreation environment. They will be required to check children in and out each day, work with Program Coordinators in coordinating their group activities, supervising other counselors in their group, and be responsible for overseeing their entire group. To record and report any injury and behavioral incident to the Summer Program Directors. Assist in maintaining open lines of communications between the participants, parents, Program Directors, and Parks & Recreation Director.

**Senior Counselor** - Counselor works directly with the Lead counselor in assisting with daily activities and has previous experience working and supervising children.

**Counselor** - Works directly with Lead Counselor and other counselors.



# TOWN OF KINGSTON

Town House, 26 Evergreen Street, Kingston, Massachusetts 02364

[personnel@kingstonmass.org](mailto:personnel@kingstonmass.org), Fax: 781-585-0534, [www.kingstonmass.org](http://www.kingstonmass.org)

## Employment Application

The Town of Kingston recognizes the right of an individual to work and to advance on the basis of merit, ability and potential without regard to race, color, disability, religious creed, national origin or ancestry, age, military status, sexual orientation, genetic information, gender identity, gender expression, marital status, gender, or political affiliation. If you require special accommodation in order to apply for this position, please notify the Human Resources Office prior to the deadline for submitting applications.

<b>PERSONAL INFORMATION</b>		Date of Application:    /    /	
How did you hear of this position opening?			
Position Applying for & Department:		Desired Annual Salary:	
Full Name (first middle last):			
Address (street/city/state/zip):			
Home Phone:	Cell Phone:	Email Address:	
Have you ever been employed with the Town of Kingston before? NO ( ) YES ( )			
Title of Position Held:		Separation Date:	
List relatives or friends who currently work for the Town of Kingston			
Name	Department	Relationship	
Can you provide proof that you are eligible to work in the United States, in accordance with the Immigration Reform and Control Act? NO ( ) YES ( )			
If you are under 18 years old, can you provide required proof of your eligibility to work? NO ( ) YES ( )			
Have you applied for employment with the Town within the last 5 years? NO ( ) YES ( )			
If YES, give dates and position(s):			

<b>REFERENCES</b>	Provide 3 professional references who are not friends or relatives			
Name & Title	Email Address	Phone Number	Relationship	Company

<b>EDUCATION</b>	Highest grade completed: 5 6 7 8 9 10 11 12		College: 1 2 3 4 5 6 6+	
	School (name, city, state)	Diploma/Degree	Course of Study	
High School/GED				
Undergraduate				
Graduate				
Other Education				

<b>LICENSES &amp; CERTIFICATIONS</b>			
License Type	Expiration Date	Issuing State	License #
Indicate any specialized training you have received:			

<b>EMPLOYMENT HISTORY</b> Please list your most recent employer first & account for any gaps	
<b>Company:</b>	
Full Address:	
Position:	
Start Date:	End Date: or Currently Employed? Y N
Responsibilities:	
Supervisor's Name:	
Phone Number:	EMAIL Address:
Reason for Leaving:	
May we contact your present employer? Yes No After Interview Only	

<b>Company:</b>	
Full Address:	
Position:	
Start Date:	End Date:
Responsibilities:	
Supervisor's Name:	
Phone Number:	EMAIL Address:
Reason for Leaving:	May we contact this employer? Yes No

<b>Company:</b>	
Full Address:	
Position:	
Start Date:	End Date:
Responsibilities:	
Supervisor's Name:	
Phone Number:	EMAIL Address:
Reason for Leaving:	May we contact this employer? Yes No
<b>IF NEEDED PLEASE ATTACH ADDITIONAL SHEETS TO INCLUDE ADDITIONAL EMPLOYMENT</b>	



**CERTIFICATION AND AGREEMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that acceptance of this application by the Town of Kingston does not imply that I will be employed. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.

I understand that any offer of employment that I receive from the Town of Kingston is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Kingston receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.

In processing my application for employment, the Town of Kingston may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.

I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.

If employed by the Town of Kingston, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may require a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certifications(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information, and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.

It is illegal to administer a lie detector test (MGL c. 149 s 19(2)(b)).

I understand that the Town of Kingston is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My signature certifies I have read, understand, and agree with the above statement and all statements contained in this employment application.

Applicant's Signature:

Applicant Print Name:

Date:

The Town of Kingston is an Affirmative Action/Equal Opportunity Employer

Kingston Parks & Recreation Department  
Summer Staff - Krec Konnect Information Addendum

**A requirement to work for the Krec Konnect program is that you must be available all 6 weeks of the program – July 8<sup>th</sup> through to August 16<sup>th</sup> – Monday to Thursday. Fridays are optional.**

In addition to being available all 6 weeks, it is essential that you make yourself available to attend the **Mandatory Orientation** on Tuesday June 25<sup>th</sup> from 9:00am – 3:00pm @ The Reed Community House – 33A Summer Street, Kingston, MA.

Are you available to work all of the dates listed above?

Circle your answer -            Yes                            No

Please mark with an 'X' the shift times you are available to work:

8:00am – 4:30 pm -                        8:00am – 12:00pm -                        Friday's 8am – 12:00pm –

Every successful applicant will be required to have a valid and current CPR Certification - a certification course will be offered through the Recreation Dept., on Wednesday, June 26<sup>th</sup>

**Do you have a valid / current CPR Certification? If yes, please attach a copy to your application.**

Circle your choice -            Yes                            No

**If you do not, you will be required to take the CPR class we offer.**

We receive many applications each year & accept those who state they can work all weeks of the program. The exception is school/college/medical related activities that cannot be scheduled outside of the required work timeframe – however, all efforts should be made to coordinate around the requirements above.

*Do you have any school / college conflicts that we need to be aware of and can potentially work around?*

*Please list dates and what the conflict is-*

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Would you be interested in working any Gray's Beach Park Hours; afternoons and weekends?

Circle your choice -            Yes                            No

**Adult T-Shirt Size:**

Circle your choice - Small                    Medium                    Large                    XLarge                    XXLarge

**(over)**

**Please feel free to attach another sheet to answer the following questions.**

What interests you about working for the Recreation Department Summer Program?

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What are some of your strengths that you can apply to this position?

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What do you think is important about the job you are applying for?

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Tell us something about yourself you would like other staff members to know about you?

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**Applications will be accepted until positions are filled.**

**Please submit applications to:  
Kingston Parks & Recreation Department  
Attn: Susan Woodworth  
Reed Community Building  
33A Summer Street, Kingston, MA 02364**