

TOWN OF TIVERTON, RI  
SEASONAL RECREATION SUMMER PERSONNEL POSITIONS

The Town of Tiverton, RI, is accepting applications for summer recreational positions. Applications and job descriptions are available at the office of the Town Clerk, Tiverton Town Hall, 343 Highland Road and Tiverton High School Guidance Office or on the website [www.tiverton.ri.gov](http://www.tiverton.ri.gov).

Positions available are Certified Rhode Island Life Guards, Beach Gate Attendants, Beach/Park Cleaners, Summer Camp Director and Camp Counselors.

Completed applications must be forwarded to the Personnel Board, P.O. Box 38, Tiverton, RI 02878. Applications will be accepted until all positions have been filled. Applications must be submitted in a sealed envelope marked "Recreation positions".

EOE/AA

Nancy L. Mello, Town Clerk

## LIFEGUARD JOB DESCRIPTION

### SUMMARY:

Under general supervision, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

### DUTIES AND RESPONSIBILITIES:

1. Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
2. Provides emergency care and treatment as required until the arrival of emergency medical services.
3. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
4. Performs various maintenance duties as directed to maintain a clean and safe facility.
5. Prepares and maintains appropriate activity reports.
6. Performs miscellaneous job-related duties as assigned..

### MINIMUMJOBREQUIREMENTS:

At least 16 years old, with 6 months to 1 year experience directly related to the duties and responsibilities specified. CPR & First Aid Certified; Current certification as Lifeguard by a recognized source of training.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to pass pre-employment - physical skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

## JOB DESCRIPTION

### SUMMER DAY CAMP DIRECTOR (Summer Seasonal/Part-Time)

Summer Camp for children will consist of 10 weeks of camp activities for children ages 5 - 12. The seasonal positions identified below will consist of up to 11 weeks of employment - Camp hours are from 9:00 a.m. to 2:00 p.m. Staff hours will normally be 8:30 a.m. to 2:30 p.m., plus staff training sessions one week prior to the beginning of camp.

#### DEFINITION

Under general direction, plans, coordinates, conducts, and supervises the activities and operations of a summer day camp program for the Town of Tiverton.

#### EXAMPLES OF DUTIES:

Supervises and schedules camp personnel and volunteers.

Plans and coordinates activities such as arts and crafts, cooking, games, sports, drama, walking field trips, etc.

Instructs camp staff in the performance of specific duties.

Trains camp staff in games and activities appropriate to the camper's age range.

Establishes work schedules.

Prepares records and reports as requested.

Enforces all regulations pertaining to the health and safety of visitors, parents, and campers.

Responsible for the care and maintenance of equipment and facilities.

Orders and maintains supplies.

Able to administer first aid as required.

Other related duties as assigned.

## QUALIFICATIONS

Applicants must be 18 years of age or older and have two years of experience working with children, preferably in a camp setting.

Previous experience in a responsible leadership position is required.

Demonstrated ability to establish an effective working relationship with parents, employees, and the general public.

Experience in coordinating, planning, organizing, and implementing activities for children is required.

Current certification in First Aid and CPR, Concussion Management.

Emphasis will be placed on ability to develop and implement a variety of creative activities on a consistent basis.

Demonstrated ability to maintain accurate and detailed records regarding participants vital statistics and attendance.

Ability to work outdoors in summer heat. Able to see and hear, walk, run, lift and carry up to 50 pounds, bend, stand upright for prolonged periods.

Necessary Special Requirement:

Possession of a valid Driver's License.

## ***Job Description***

Job Title: **Day Camp Counselor**

### Position Purpose:

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

### Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assures campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers.
  - Responsible for leading or assisting with the teaching of activities.
  - Actively participate in all program areas as assigned.
  - Provide for a progression of activities within the framework of individual and group interests and abilities.
  - Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with camp director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Represent the camp when interacting with parents or community members.
  - Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
  - Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Other Job Duties:

- Provide supervision for campers while campers are transported to and from camp or during scheduled field trips off of camp property.

Qualifications: (Minimum Education and Experience)

- Must be at least 16 years of age or provide work permit from School Department.
- Must be able to obtain or become certified in First Aid/CPR.
- Ability to interact with all age levels.

Physical Aspects of the Job:

*Some physical requirements of a general counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs;*

## Lot Attendant

### JOB DESCRIPTION

#### **JOB SUMMARY**

The Lot Attendant is responsible for accurately collecting and reconciling revenue and parking reports while providing exceptional hospitality services in an attentive, friendly and efficient manner to all patrons.

#### DUTIES AND RESPONSIBILITIES

##### *Guest Service*

- § Maintains pleasant, friendly and professional demeanor with all patrons and co-workers
- § Acknowledges patrons immediately while maintaining a professional and friendly demeanor
- § Maintains accuracy and composure while under pressure
- § Collects data in accordance with parking operations, if applicable

##### *Systems and Standards*

- § Maintains clean and neat work environment including all surrounding areas of cashier booth, parking area, trash receptacles.
- § Completes all tasks in a timely manner as instructed by the Recreation Coordinator.
- § Treats guests and associates with courtesy, respect and dignity
- § Follows all attendance standards as set forth by Recreation Coordinator, as required by the scheduling which may vary according to the needs of the location

##### *Safety and Risk Management*

- § Follows site specific safety and security procedures
- § Practices preventative safety procedures as set forth by Recreation Coordinator
- § Reports all accidents and incidents observed on shift to Recreation Coordinator
- § Collects and reconciles revenue accurately; furnishes receipt upon request
- § Accurately categorizes tickets for audit purposes
- § Accurately completes shift report

#### KNOWLEDGE, SKILLS AND ABILITIES

- § Must be able to read and write standard English language
- § Must be able to read and comprehend simple instructions, short correspondence and memos
- § Must be able to write simple correspondence
- § Must be able to effectively present information in one-on-one and small group situations to patrons and other employees of the organization

## **QUALIFICATIONS**

§ For insurance purposes, must be at least 16 years of age and be able to pass a criminal background check.

§ Customer service experience preferred

§ General math and accounting skills and experience preferred  
Reliable transportation



## **Beach Cleaner/Janitor**

This is a part time morning position, approximately 15 hours/week, hours and days may vary  
Work under the direction of the Recreation Coordinator

### **Job Skills/Requirements**

Able to follow directions and perform work instructions

Review assignments with Coordinator

Must be punctual

Able to work independently

Must have reliable transportation

Must be able to lift 50 pounds

Repetitive motion required on a daily basis and may include: bending, pushing, pulling, reaching, climbing, squatting and lifting

Must be at least 16 years old

### **Responsibilities include**

General cleaning of restrooms

Sweeping and mopping

Trash dumping

Other cleaning and organizing duties as assigned

You will be working with cleaning chemicals and supplies

**TOWN OF TIVERTON, R.I.**  
**RECREATION COMMISSION**  
**Application for Employment**

**A: APPLICATION DATE**

Name: (Print) \_\_\_\_\_  
Last
First
Mid Init.
Social Security Number

Address: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Street
City
State
Zip

Position(s) Applying For (Rank) \_\_\_\_\_ Email: \_\_\_\_\_  
1st choice
2nd choice
3rd choice

**B: PERSONAL DATA**

Age as of June 1st \_\_\_\_\_ Are you a U.S. citizen? Yes  No

Have you ever been employed by the Recreation Commission? Yes No If yes, list dates and positions held \_\_\_\_\_

Do you have any physical handicaps, chronic illnesses or other disabilities that would restrict your performance of duties? Yes  No  If yes, describe \_\_\_\_\_

Have you been hospitalized within the past five years? Yes  No  If yes, explain \_\_\_\_\_

Do you have a driver's license? Yes  No

What is your anticipated means of transportation to work? \_\_\_\_\_

Explain why you are applying for the position(s) indicated. \_\_\_\_\_

**C: EDUCATIONAL BACKGROUND**

Circle the highest grade completed in Grammar School. Complete education history below.

	1	2	3	4	5	6	7	8		
	NAME & LOCATION				COURSE AREA,S DEGREE OR MAJOR / MINOR				YEARS COMPLETED	YEAR GRAD.
High School	_____				_____				_____	_____
College/University	_____				_____				_____	_____
Tech. Schools	_____				_____				_____	_____
Other	_____				_____				_____	_____

**D: EMPLOYMENT HISTORY**

1 From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_  
mo/yr mo/yr

Employer Name & Address \_\_\_\_\_

Your Duties \_\_\_\_\_

Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

2 From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Employer Name & Address \_\_\_\_\_

Your Duties \_\_\_\_\_

Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**E. SPECIAL SKILLS & QUALIFICATIONS**

Do you have any Red Cross training, such as CPR, certified lifesaving, certified Water Safety Instructor,

etc? Yes  No  If yes, please explain (include applicable certification and expiration dates) \_\_\_\_\_

Describe any experience or skills which you feel qualify you for the desired position(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F: REFERENCES**

	NAME	ADDRESS	TELEPHONE	OCCUPATION
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

**G. CERTIFICATION**

I CERTIFY THAT ALL ANSWERS ARE TRUE. I UNDERSTAND THAT ANY DELIBERATE MIS-STATEMENT OF FACTS WILL BE SUFFICIENT REASON TO FORFEIT EMPLOYMENT WITH THE TOWN OF TIVERTON RECREATION COMMISSION.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_