

**Avon Recreation and Parks Department**  
**60 West Main Street, Avon, CT 06001**  
[www.avonct.gov](http://www.avonct.gov) ; Phone: 860 409-4332; Fax 860 409-4334; email: [shenry@avonct.gov](mailto:shenry@avonct.gov)

### **CONDITIONS OF EMPLOYMENT**

These are Avon Recreation and Parks Department conditions of employment including deadlines, mandatory trainings and schedules that you must understand and agree to on the 2020 Summer Employment Form.

The deadline for returning staff paperwork is March 13, 2020.

- The paperwork must include copies of all supporting documents and certifications required by law or as required for the position. Contact the Department with any changes in personal information, bank accounts, or tax deductions, as new forms will be required. Recertification is the employee's obligation, not the Town's. No response indicates you do not intend to work for the Department this summer. Returning staff may be asked to reinterview for their position or interview for new positions. All interviews are anticipated to be completed by May 8, 2020.

The deadline for new hire applications is April 24, 2020.

- All lifeguard applicants are required to have current Red Cross Lifeguard Training certification, CPR for the Professional Rescuer and Standard First Aid Certification. Documentation of certifications must be provided **with** your 2020 Summer Staff Employment Form. May 29, 2020 is the deadline for WSI's to have their certifications updated to be able to continue to teach swim lessons.
- All camp staff applicants are required to have current American Red Cross Standard First Aid; Community CPR Certifications and Epi-Pen training. All new applicants will be pre-screened and may be contacted for an interview. If an interview is to be granted we will contact you by April 29, 2020.

Upon being offered a position with the Department the candidate is responsible to obtain and provide the Department with all necessary working papers, copies of identification, copies of certifications and banking information for direct deposit prior to May 29, 2020.

**All Staff must attend a Mandatory Staff Orientation on Monday, June 22, 2020 from 8:00 am – 12:00 pm in the Selectman's Chambers at the Avon Town Hall, 60 West Main Street, Avon. Additional trainings are listed below or may be added at a later date.**

**REQUEST FOR SCHEDULE SWITCHES, DAYS OFF, OR LEAVES OF ABSENCE** may be granted during the periods of employment on a limited basis. A Leave of Absence Request Form will have to be completed in advance in order to request any switch or time off. **Summer staff may only request up to a max of 5 days for the summer. Swim instructors request days off must be discussed with the Assistant Aquatics Director. All requests must be submitted directly to and reviewed by the supervisor; and final approval will be made by the Director of Recreation and Parks, or her designated representative. Do not assume that your request will be granted.**  
*New this year: Any absence from mandatory training, set up days or break down days will count towards 1 of your max of 5 days that you can request off.*

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**Pool Staff:**

In addition to staff training on June 19, the period of employment for pool staff is Saturday, June 13 – Monday, September 7, 2020. There may be some set up hours available prior to the June 8 date. College students are expected to work up until their return date. Full time guards (including swim team coaches and swim lesson instructors) will be have approximately 35-40 hours per week. 1<sup>st</sup> and 2<sup>nd</sup> year guards will receive approximately 18-22 hours per week.

**There is a mandatory staff meeting for all pool staff on June 13, from 9:00 a.m. – 12:00 noon.** The Sycamore Hills pools will be open from Saturday, June 13 – Monday, September 7, 2020. Lifeguards are reminded that the regular schedule includes weekdays, Saturdays, Sundays and Holidays on a rotating basis.

**Camp Staff:**

In addition to staff training on June 19, the period of employment for all Camp staff will be from June 26 to August 17, 2020. The set up for camp is June 26. All camp staff is required to attend the camp set up day. All day camp programs are planned at a **school to be determined**. The Summer Fun Camp program will be 9:00 a.m. - 3:00 p.m. (with 30 minutes for lunch). This camp will run for seven (7), one (1) week sessions beginning June 29 and ending August 14, 2020. (camp will not be held on July 4,5).Extended day program coverage for Summer Fun runs 8:00 – 9:00 a.m., 3:00 – 4:00 p.m. and 4:00 – 5:00 p.m. Additional hours may be available with full enrollment. The Adventure Camp program will be 9:00 a.m. – 4:00 p.m. and is an off-site camp, with a different location each day. This camp will run for six (6), one (1) week sessions beginning July 6 and ending August 14, 2020. Extended day for Adventure Camp may be offered from 8-9 a.m.

**Payroll:**

All seasonal staff will be paid on the Town of Avon’s payroll and must be enrolled in Direct Deposit. The pay week runs from Sunday at 12:00am until Saturday at 11:59pm. No Employee will work more than 40 hours without permission from the Recreation and Parks Director or her designee. Employees are required to scan in and scan out at the beginning and the ends of their shifts.

Paydays for 2020 are on the following Thursdays:

April 30, 2020	June 25, 2020	August 20, 2020
May 14, 2020	July 9, 2020	September 3, 2020
May 28, 2020	July 23, 2020	September 17, 2020
June 11, 2020	August 6, 2020	

If you have any questions please contact Sharon Henry, Administrative Coordinator at 860-409-4332.

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**2020 SUMMER STAFF EMPLOYMENT FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_ **New Applicant for 2020 season**

\_\_\_\_\_ **Returning staff for 2020 season;** \_\_\_\_\_ **Yes, I am returning** \_\_\_\_\_ **No, I am not returning**

PLEASE CHECK THE POSITION(S) THAT YOU ARE RETURNING TO OR APPLYING FOR:

\_\_\_\_\_ LIFEGUARD \_\_\_\_\_ WSI (TEACH) \_\_\_\_\_ BOTH \_\_\_\_\_ SWIM COACH \_\_\_\_\_ ASSIST. SWIM COACH

\_\_\_\_\_ GATE ATTENDANT \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ CAMP STAFF

\_\_\_\_\_ I am interested in being considered for a supervisory position at camp should one become available.

\_\_\_\_\_ I am interested in being considered for a supervisory position at the pool should one become available.

**CHECK ALL AND ATTACH COPIES OF ALL CURRENT CERTIFICATIONS**

(Pool) (Pool) (Pool if teaching)  
\_\_\_\_\_ LIFEGUARD TRAINING \_\_\_\_\_ CPR/FOR THE PROFESSIONAL RESCUER \_\_\_\_\_ WATER SAFETY INSTRUCTOR

(Camp) (Camp)  
\_\_\_\_\_ STANDARD FIRST AID \_\_\_\_\_ INFANT / CHILD CPR

LIST ALL CERTIFICATIONS THAT YOU ARE CURRENTLY IN THE PROCESS OF OBTAINING

\_\_\_\_\_ Completion date: \_\_\_\_\_

DATES OF AVAILABILITY: FROM \_\_\_\_\_ TO \_\_\_\_\_

(Lifeguards) (Lifeguards) (Lifeguards and Camp)  
SWIM SUIT SIZE : \_\_\_\_\_ HOODIE SIZE: \_\_\_\_\_ T-SHIRT SIZE: \_\_\_\_\_

I have read and understand all of the Conditions of Employment and will comply with the conditions as provided to me.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_