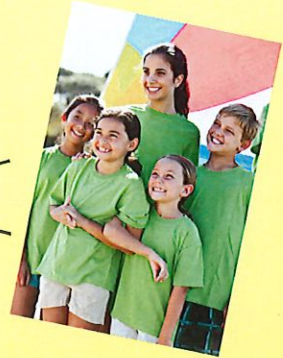


Avon Recreation and Parks Department is accepting applications for



Camp Positions: K-4th Gr. Camp Director, 5th-8th Gr. Camp Director, Assistant Camp Director/Special Needs Coordinator, Head Leader, Recreation Leaders, Special Needs Para Professional and Special Needs Counselors.

Pool Positions: Aquatics/Facility Director, Asst. Aquatics/Facility Director, Head Lifeguards, Lifeguards, Water Safety Instructors, Swim Team Coach, Assistant Swim Team Coach and Gate Attendants.

Applications can be downloaded at www.avonrec.com and dropped in our drop box or mailed to Avon Recreation Dept., 60 West Main Street, Avon, CT 06001
Applications close April 23, 2021

EOE/ADA/M/F

WORK HARD...



HAVE FUN...
GET PAID...

Avon Recreation and Parks Department
60 West Main Street, Avon, CT 06001
www.avonct.gov ; Phone: 860 409-4332; Fax 860 409-4334; email: 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 2021 Summer Employment Form.

The deadline for returning staff paperwork is March 12, 2021.

- 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 7, 2021.

The deadline for new hire applications is April 23, 2021.

- 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 2021 Summer Staff Employment Form. May 28, 2021 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 28, 2021.

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 28, 2021.

All Staff must attend a Mandatory Staff Orientation on Monday, June 14, 2021 from 8:30 am – 12:00 pm in the Selectman's Chambers at the Avon Town Hall, 60 West Main Street, Avon. You should arrive by 8:15 a.m. Additional trainings are listed below or may be added at a later date. (Location subject to change).

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 for 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.**
PLEASE NOTE: 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 14, the period of employment for pool staff is Saturday, June 12 – Monday, September 6, 2021. There may be some set up hours available prior to the June 12 date. College students are expected to work up until their return date. Full time guards (including swim team coaches and swim lesson instructors) will have approximately 35-40 hours per week. 1st and 2nd year guards will receive approximately 18-22 hours per week.

There is a mandatory staff meeting for all pool staff on June 12, from 9:00 a.m. – 12:00 noon. The Sycamore Hills pools will be open from Saturday, June 12 – Monday, September 6, 2021. 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 14, the period of employment for all Camp staff will be from June 18 to August 18, 2021. The set up for camp is June 18. 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 eight (8), one (1) week sessions beginning June 21 and ending August 13, 2021. (camp will not be held on July 5). Extended day program coverage for Summer Fun runs 8:00 – 9:00 a.m. and 3:00 – 4:00 p.m. Additional hours may be available with full enrollment. The Adventure Camp program will be 8:45 a.m. – 4:00 p.m. and is an off-site camp, with a different location each day. This camp will run for seven (7), one (1) week sessions beginning June 28 and ending August 13, 2021.

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 2021 are on the following Thursdays:

April 29, 2021	June 24, 2021	August 19, 2021
May 13, 2021	July 8, 2021	September 2, 2021
May 27, 2021	July 22, 2021	September 16, 2021
June 10, 2021	August 5, 2021	

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

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2021 SUMMER STAFF EMPLOYMENT FORM

NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

____ **New Applicant for 2021 season**

____ **Returning staff for 2021 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) LIFEGARD TRAINING ____ (Pool) CPR/FOR THE PROFESSIONAL RESCUER ____ (Pool if teaching) WATER SAFETY INSTRUCTOR

____ (Camp) STANDARD FIRST AID ____ (Camp) INFANT / CHILD CPR

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

____ Completion date: _____

DATES OF AVAILABILITY: FROM _____ TO _____

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

(PLEASE BE SURE TO COMPLETE SIZE(S) ABOVE)

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

SIGNATURE: _____ DATE: _____



TOWN OF AVON



APPLICATION FOR EMPLOYMENT

60 WEST MAIN STREET AVON, CT 06001-3719
PHONE (860) 409-4303
FAX (860) 409-4366
www.avonct.gov

The Town considers applicants for all positions, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or all other legally protected status.

THE TOWN IS AN EQUAL OPPORTUNITY EMPLOYER.

(Please Type or Print)

Position Applied For*:		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		E-Mail Address	

*Only apply for one position per application.

Note to Applicants: Do not answer the following question unless you have been informed about the requirements on the job for which you are applying.

Are you capable of performing, with or without reasonable accommodation, the essential functions of the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

___ Yes ___ No

If you are under 18 years of age, can you provide required proof of your eligibility to work?

___ Yes ___ No

Have you ever filed an application with the Town before? If yes, give date: _____

___ Yes ___ No

Are you currently employed?

___ Yes ___ No

Are you legally authorized to work in this country?

___ Yes ___ No

Are you currently on "lay-off" status and subject to recall?

___ Yes ___ No

Can you travel if a job requires it?

___ Yes ___ No

On what date would you be available for work?

Are you available to work:

_____ Full Time _____ Part Time _____ Temporary

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Other (Specify)				

ADDITIONAL INFORMATION

List professional, trade, business or civic activities and offices held. (You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status).

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Computer Skills:

___ Word ___ Excel ___ Access ___ Outlook ___ Other: _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities and other protected status.

May the Town contact your present employer? ___ Yes ___ No

Employer _____ Reason for Leaving _____
Address _____
Dates Employed _____ Phone Number _____
Job Title _____ Job Supervisor _____
Work Performed _____

Employer _____ Reason for Leaving _____
Address _____
Dates Employed _____ Phone Number _____
Job Title _____ Job Supervisor _____
Work Performed _____

Employer _____ Reason for Leaving _____
Address _____
Dates Employed _____ Phone Number _____
Job Title _____ Job Supervisor _____
Work Performed _____

Employer _____ Reason for Leaving _____
Address _____
Dates Employed _____ Phone Number _____
Job Title _____ Job Supervisor _____
Work Performed _____

If you need additional space, please continue on a separate sheet.

Have you ever been discharged or forced to resign from a prior job? If yes, please explain:

ADDITIONAL INFORMATION

State any supplemental information you feel may be helpful to us in considering your application.

REFERENCES

- 1. Name _____ Phone # / Email Address: _____
Address _____

- 2. Name _____ Phone # / Email Address: _____
Address _____

- 3. Name _____ Phone # / Email Address: _____
Address _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Unless subject to a collective bargaining agreement or other contract of employment, I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Notice of Original Signature: If you plan to fax or e-mail your completed application to the Director of Human Resources, you must also send this page by mail so that the Town will have an original signature on file.

Revised May 2018



TOWN OF AVON



60 WEST MAIN STREET
AVON, CT 06001
PHONE (860) 409-4303
FAX (860) 409-4366

This organization is an Equal Opportunity/Affirmative Action Employer.

The information below is needed to measure the effectiveness of our recruitment efforts and is in conformity with federal government guidelines, which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. The law provides that an employer may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this employer is required to note race and sex on the basis of visual observation or surname.

This Voluntary Information Sheet will be kept in a confidential file separate from the Application for Employment.

POSITION APPLIED FOR: _____

I wish to furnish this information _____ (Please Print Name) _____

I do not wish to furnish this information _____ (Please Print Name) _____

Please check appropriate line: _____ Male _____ Female

ETHNIC CATEGORY (Check only one)

- | | |
|---------------------------------|---|
| _____ Hispanic or Latino | _____ Native Hawaiian or Other Pacific Islander |
| _____ White | _____ American Indian or Alaska Native |
| _____ Black or African American | _____ Two or more races |
| _____ Asian | |

How did you hear about this job? Please check one.

- _____ Hartford Courant / Yankee Flyer
- _____ Town of Avon Website
- _____ Professional Website
- _____ Other Newspaper – please specify: _____
- _____ Community Agency – please list name: _____
- _____ Connecticut Employment Service: _____
- _____ Other – please specify: _____

DATE: _____

SIGNATURE: _____