

# YORKTOWN PARKS & RECREATION

## 2024 AQUATICS STAFF



The Town of Yorktown Department of Parks & Recreation looks forward operating our aquatic facilities this summer. Our facilities are designed to give residents a place to relax and cool off during the hot summer months and offer a variety of programming for all ages. Our three facilities are the Brian J. Slavin Aquatic Center, the Junior Lake Pool, and Sparkle Lake Beach.

We are seeking responsible and motivated individuals to fill a variety of roles at our facilities this summer, including lifeguards and front desk staff. All Lifeguards must be certified in both Lifeguarding and CPR/First-Aid/CPR/AED for the professional rescuer via the American Red Cross or a comparable certifying agency. Lifeguard applicants wishing to work at Sparkle Lake Beach must obtain a Waterfront Lifeguarding Certification. For additional details on which certifications are acceptable, please contact us at (914) 245-4650. We have a very competitive process, and all applicants should submit their completed application and references as soon as possible to be eligible for an interview.

Please note, our busiest times include weekends and holidays and all applicants should be prepared to work on both.

### **APPLICATION PROCESS**

To ensure an opportunity to interview, please submit your completed application packet to the Yorktown Parks & Recreation Department at 176 Granite Springs Road, Yorktown Heights, NY 10598 as soon as possible.

#### **A complete application packet includes:**

- Completed Application for Seasonal Employment
  - Applicants must indicate position(s) desired on application and any appropriate experience to substantiate your interest.
- Two (2) completed reference forms
  - Applicants must include two (2) completed reference forms with application in order to be considered for an interview. References will be verified.

#### **For Lifeguard position applicants:**

- A water skills test will be required in addition to an interview, and any offer of employment will be contingent upon the applicant successfully completing this assessment. Water Skills Test date will be announced in April.
- All applicants will be subject to a pre-employment drug screening.

### **STAFF POSITIONS:**

#### **LIFEGUARD: Full-Time, Part-Time, Substitute, Camp & Lake**

- Responsible for supervision & safety of all pool visitors
- Applicants must be at least 15 years of age by May, 2024
- Employment contingent upon holding Westchester County Dept. of Health recognized certifications & successful completion of water skills test conducted by the Town

#### **FRONT GATE ATTENDANT**

- Responsible for checking pool permits, collecting guest fees, and general supervision of front gate
- Applicants must be 15 years of age by May, 2024
- Applicants should possess computer & technology skills as town computer system will be used to verify pool membership, collect guest fees, etc.

#### **WSI (WATER SAFETY INSTRUCTOR)**

- Responsible for conducting Learn to Swim lesson series
- Applicants must be 18 years of age by May, 2024
- Applicants should possess a Water Safety Instructor certification

### **AQUATIC FACILITY DATES**

#### **Junior Lake Pool**

May 25, 2024 – August 18, 2024

7 Days/ Week, Multiple Shift Times Available

#### **Brian J. Slavin Aquatic Center**

June 1, 2024 – September 2, 2024

7 Days/ Week, Multiple Shift Times Available

#### **Sparkle Lake Beach**

June 15, 2024 – August 4, 2024

7 Days/ Week, Multiple Shift Times Available



# TOWN OF YORKTOWN PARKS & RECREATION APPLICATION FOR SEASONAL EMPLOYMENT

COMPLETE APPLICATION AND REFERENCES AND RETURN ALL DOCUMENTS TO:  
**YORKTOWN PARKS & RECREATION DEPARTMENT**  
**176 GRANITE SPRINGS ROAD, YORKTOWN HEIGHTS, NY 10598**

<b>NAME</b> LAST	FIRST	MIDDLE	SOCIAL SECURITY #
<b>ADDRESS</b>			HOME # CELL #
CITY		STATE	ZIP

Are you 18 years old or older? ___ Yes ___ No If not, what age: ___ Minimum age for hire: 16	Are you a Town of Yorktown Resident? ___ Yes ___ No	E-mail address: _____
---	---	-----------------------

EDUCATION	Name & Location	Career/Major	Type of degree	Dates attended From/To	Date degree received or expected
HIGH SCHOOL					
COLLEGE OR POST HIGH SCHOOL					
GRADUATE SCHOOL					

**Certificates or Special Training:** \_\_\_\_\_

**EMPLOYMENT HISTORY (Up to least 5 years)**

NAME & ADDRESS OF EMPLOYER	FROM MO./YR	TO MO./YR.	KIND OF WORK OR POSITION	REASON FOR LEAVING

Do you have computer skills ___ Yes ___ No If yes, specify: _____	Can you operate any other equipment? ___ Yes ___ No If yes, specify: _____
--	---

In addition to English, are you fluent in any other language? \_\_\_ Yes \_\_\_ No. If yes, specify: \_\_\_\_\_

Have you worked for the Town of Yorktown before? \_\_\_ Yes \_\_\_ No. Department: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Check job preference applying for:**

- |  |                           |
|--|---------------------------|
| 1. Day Camp: Director _____ Specialist _____ Counselor _____ CIT _____ | 5. Park Maintenance _____ |
| 2. Lifeguard _____ (see below)   | 6. Program Staff _____    |
| 3. Gate Attendant _____  |                           |
| 4. Swim Aide _____   |                           |

**For Lifeguards Only**      Check Below: (Indicate certification & expiration dates)

Lifeguard training/ First Aid	Lifeguarding/ First Aid	CPR/AED for the Professional Rescuer	Instructor Certifications	Waterfront or Waterfront Lifeguarding	Headguard or Lifeguard Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LGI R. 06 <input type="checkbox"/> WSI R. 06 <input type="checkbox"/> CPR/AED <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPIRES _____	EXPIRES _____	EXPIRES _____	EXPIRES _____	EXPIRES _____	ISSUE DATE _____

**ALL LIFEGUARD APPLICANTS MUST PARTICIPATE IN THE RECREATION DEPARTMENT WATER SKILLS TEST.  
THE DATE WILL BE ANNOUNCED IN THE SPRING AND WILL TAKE PLACE AT ONE OF THE MIDDLE SCHOOL POOLS.**

FOR ALL APPLICANTS: Dates available to work From _____ / _____ / _____ To _____ / _____ / _____ Month      Day                      Month      Day	Do you have a Driver's license? _____ Yes _____ No Type _____
--	--



TOWN OF YORKTOWN PARKS AND RECREATION

APPLICATION FOR SEASONAL EMPLOYMENT

The Town of Yorktown is an Equal Opportunity Employer.

Where did you hear about this program/job?

Comments: \_\_\_\_\_

- 1. WHERE YOU EVER DISMISSED OR DISCHARGED FROM ANY EMPLOYMENT FOR REASON OTHER THAN LACK OF WORK OR FUNDS? YES [ ] NO [ ]
2. DID YOU EVER RESIGN FROM ANY EMPLOYMENT RATHER THAN FACE DISMISSAL? YES [ ] NO [ ]
3. DID YOU EVER RECEIVE A DISCHARGE FROM THE ARMED FORCES OF THE US WHICH WAS OTHER THAN HONORABLE, OR WHICH WAS ISSUED FOR OTHER THAN HONORABLE CIRCUMSTANCES? YES [ ] NO [ ]
4. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (MISDEMEANOR OR FELONY)? (GIVE DETAILS) YES [ ] NO [ ]
5. HAVE YOU EVER FORFEITED A BAIL BOND POSTED TO ANSWER ANY CRIMINAL CHARGE? (GIVE DETAILS) YES [ ] NO [ ]
6. ARE YOU NOW UNDER ANY CHARGES FOR ANY CRIMINAL OFFENSE (MISDEMEANOR OR FELONY)? (GIVE DETAILS) YES [ ] NO [ ]

IF YOU ANSWERED "YES" TO ANY QUESTIONS ABOVE YOU MUST PROVIDE AN EXPLANATION ON AN ATTACHED PIECE OF 8 1/2" X 11" PAPER. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which applying.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND CRIMINAL RECORDS CHECK.

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury, (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification.) This application may be used for review by the prospective appointing authority as part of a background investigation.

PURSUANT TO 210.45 OF THE NEW YORK STATE PENAL LAW, IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HERIN.

For employment: In accordance with the Town of Yorktown's comprehensive drug-free workplace policy & procedures, and commitment to maintain a safe, alcohol and drug-free environment, you may be required to submit to urinalysis, breath and/or blood test.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

\*IF UNDER AGE 18, SIGNATURE OF A PARENT OF GUARDIAN IS REQUIRED.

\*I have read my child's/ward's completed application form and hereby give my permission for him/her to be hired by the Town of Yorktown for the purpose of Seasonal Employment and I further give my permission for him/her to receive medical treatment if necessary. If at any time I revoke this permission, I will do so in writing to the Yorktown Department of Human Resources, and upon receipt by the Department of Human Resources of said revocation my child's/ward's employment shall be terminated.

By my signature below, I hereby give permission for \_\_\_\_\_ to submit urinalysis, breath and/or blood test as a condition of Seasonal Employment with the Town of Yorktown in accordance with the Town of Yorktown's comprehensive drug-free workplace policy and procedures.

SIGNATURE OF PARENT OF GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

# Yorktown Parks & Recreation Department

176 Granite Springs Road, Yorktown Heights, NY 10598-3306

Personal reference for: \_\_\_\_\_

The above individual is applying for a \_\_\_\_\_ position with the Town of Yorktown Parks & Recreation Department. Your name has been listed as a reference. Please indicate your feelings regarding this individual in relation to his/her potential performance as a summer camp staff member by completing the information below. All references will be kept confidential. Please return to the above address ASAP. Thank you for your assistance.

Sincerely,

*Marissa Lieto*

Assistant Superintendent

	NEEDS IMPROVEMENT	SATISFACTORY	SUPERIOR	NO OPINION
Ability to accept responsibility	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Ability to take initiative	_____	_____	_____	_____
Judgment	_____	_____	_____	_____
Trustworthiness	_____	_____	_____	_____
Ability to follow directive	_____	_____	_____	_____
Commitment	_____	_____	_____	_____

How long and in what capacity/relationship have you known the applicant? \_\_\_\_\_

Do you recommend this person for hire? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Additional comments: \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINT

PHONE: \_\_\_\_\_ RELATION TO APPLICANT (no relatives): \_\_\_\_\_

OFFICE USE ONLY:

Reference Check Completed: \_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

# Yorktown Parks & Recreation Department

176 Granite Springs Road, Yorktown Heights, NY 10598-3306

Personal reference for: \_\_\_\_\_

The above individual is applying for a \_\_\_\_\_ position with the Town of Yorktown Parks & Recreation Department. Your name has been listed as a reference. Please indicate your feelings regarding this individual in relation to his/her potential performance as a summer camp staff member by completing the information below. All references will be kept confidential. Please return to the above address ASAP. Thank you for your assistance.

Sincerely,

*Marissa Lieto*

Assistant Superintendent

	NEEDS IMPROVEMENT	SATISFACTORY	SUPERIOR	NO OPINION
Ability to accept responsibility	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Ability to take initiative	_____	_____	_____	_____
Judgment	_____	_____	_____	_____
Trustworthiness	_____	_____	_____	_____
Ability to follow directive	_____	_____	_____	_____
Commitment	_____	_____	_____	_____

How long and in what capacity/relationship have you known the applicant? \_\_\_\_\_

Do you recommend this person for hire? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Additional comments: \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINT

PHONE: \_\_\_\_\_ RELATION TO APPLICANT (no relatives): \_\_\_\_\_

OFFICE USE ONLY:

Reference Check Completed: \_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE