



## NISKAYUNA RECREATION DEPARTMENT 2024 APPLICATION FOR PART-TIME SEASONAL EMPLOYMENT

Applications must be completed in full for consideration and preference will be given to Town of Niskayuna Residents.  
Feel free to attach additional information or resume.

NAME \_\_\_\_\_ AGE \_\_\_\_\_ GRADE (fall of '24) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ CEL # \_\_\_\_\_ CAN WE TEXT YOU?  YES  NO

ARE YOU A TOWN OF NISKAYUNA RESIDENT?  YES  NO  SCHOOL DISTRICT RESIDENT

### POSITION APPLYING FOR:

- Pool Manager (21 yrs. +)
- Pool Asst. Manager (19 yrs. +)
- Lifeguard (16 yrs. +)
- Pool Snack Bar (14 yrs. by 6/1/23)
- Camp Supervisor (21 yrs. +)
- Camp Medical Director (21 yrs. +)
- Camp Asst. Supervisor (19 yrs. +)
- Rec. Leader for Events/Programs (21 yrs. +)
- Rec. Attendant for Events/Programs (16 yrs. +)

### CURRENT TRAINING/CERTIFICATES: Please write expiration date AND attach a copy of your certificate(s)

- Standard First Aid: \_\_\_\_\_
- CPR/AED: \_\_\_\_\_
- WSI: \_\_\_\_\_
- CPO: \_\_\_\_\_
- Other: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ did you graduate:  Yes  No Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ did you graduate:  Yes  No Diploma: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ did you graduate:  Yes  No Diploma: \_\_\_\_\_

## Employment

WORK AVAILABILITY DATES: From \_\_\_\_\_ to \_\_\_\_\_

HOURS YOU ARE WILLING TO WORK:    Days    Nights    Weekends    Any hours

PREVIOUS WORK EXPERIENCE:

Employer: \_\_\_\_\_

Duties: \_\_\_\_\_

Date Employed: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Duties: \_\_\_\_\_

Date Employed: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

**Interviews will be rolling and APPLICATION DEADLINE IS FRIDAY, March 29<sup>th</sup>**

*Any applications received after that date will be kept on file for future consideration*

Return completed application by:

Email to: [lperetti@niskayuna.org](mailto:lperetti@niskayuna.org)

OR

Mail to:

Niskayuna Town Hall

Attn: Lori Peretti

One Niskayuna Circle, Niskayuna, NY 12309

**THE TOWN OF NISKYUNA IS AN EQUAL OPPORTUNITY EMPLOYER**

## Position Descriptions

**Pool Manager** (21 yrs. +) & **Assistant Pool Manager** (19 yrs. +) - Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms & concession stand area, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work.

**Lifeguard** (15 yrs. +) – Applicants must have completed a lifesaving course and hold a current lifeguard certification and CPR certification. Among other things, learn the pools rules and be able to assert them in carrying out the pool regulations, prepare the pool each day for guests and clean the facility during and at the end of the day. (This includes bathroom clean up and vacuuming.) Lifeguards will be asked to help out in the concession area as well. This position requires weekends and holidays.

**Snack Bar Attendant** (14 yrs. + by 6/1/23) – Applicants must have “people skills” and attention to detail. This employee will collect entrance fees from patrons entering the pool, be sure patrons sign in and have a pool pass or are paying the daily fee. The Snack Bar Attendants also serves concession customers snacks. They must learn to use the cash register and be able to count change. The Snack Bar Attendants will assist the Pool Manager with inventory of concession items and be responsible for maintaining a sanitary snack bar area. This position requires weekends and holidays.

**Camp Supervisor** (21 yrs. +) and **Assistant Camp Supervisor** (19 Yrs. +) – The Camp Supervisor and Assistant oversee the daily operations of their assigned camp location and maintain safety standards and practices at all times. The duties include but are limited to daily supervision and evaluation of camp counselors, C.I.T.’s and campers, directing a daily activity schedule at assigned camp, assist with planning and implementing staff orientation and lead staff meetings, maintain superior communication with staff and parents. Certification for both positions requires American Red Cross CPR/First Aid Certification (class available upon hire).

**Rec. Leader for Events/Programs** (21 yrs. +) – Applicants will be responsible for running an event or program for the Community Programs Department. Punctuality and attention to detail is a must. This position is mainly nights and weekends with no set hours and could include, working a Movie Night at Town Hall (includes set up and take down of equipment), working as a supervisor at Spring or Fall Rec. Soccer, supervising a party or event at the Niskayuna Community Center, chaperoning a ski or tubing trip to West Mountain.

**Rec. Attendant for Events/Programs** (16 yrs. +) - Applicants will be responsible for assisting in running an event or program for the Community Programs Department. Punctuality and attention to detail is a must. This position is mainly nights and weekends with no set hours. This position could include but is not limited to working a Movie Night at Town Hall (includes set up and take down of equipment), assisting a supervisor at Spring or Fall Rec. Soccer, picking up balls at the Niskayuna Driving Range.