



SUMMER EMPLOYMENT OPPORTUNITIES



Suffield Parks & Recreation Department

Applications are being accepted for seasonal employment opportunities for the summer of 2023. Positions, hours and schedules vary between June and August.

Salary ranges are dependent upon position and experience.

POSITIONS AVAILABLE

- WATERFRONT STAFF – Aquatics
Director/Lifeguards/WSI (for two outdoor waterfronts)
- GATE ATTENDANTS/EVENT STAFF
- KID'S KORNER/MORNING MUNCHKINS CAMP
DIRECTOR
- CAMP COUNSELORS
- JUNIOR COUNSELORS (Ages 14-16)

For more information contact:
The Suffield Parks and Recreation Department
145 Bridge Street
Suffield, CT 06078
(860) 668-3862

By Friday, March 17, 2023

January 2023

Dear Prospective Candidate:

We are pleased that you are interested in the Suffield Parks & Recreation Department and Summer job opportunities for the Summer of 2023.

Candidates must complete and meet the following criteria listed below:

1. Complete employment application.
2. Have transportation to and from the program during program hours.
3. Commit to staff training, 2 days in June. (TBT the week before camp)
4. Commit to entire 6 weeks camp program for Camp Counselors, 7 weeks for Camp Directors.
5. Commit to 7-8 weeks for Lifeguards. (May be pre & post session hours available.)
6. Commit to 8-9 weeks including weekends for Babb's Gate Attendants.
7. Successfully complete certifications required for position. All positions require First Aid & CPR. Lifeguards require additional training: LGT & Waterfront Module. WSI is encouraged.
8. Participate in a formal interview.

Summer Job Descriptions

Waterfront Director

General Statement of Duties:

Under the direct supervision of the Recreation and Sports Programmer and general supervision of the Parks and Recreation Director. Responsible for the planning, organization, direction, and implementation of swim lesson program at two waterfronts. Responsible for the scheduling and supervision of lifeguard staff. Provides Recreation Supervisor with input in evaluation or assessment of performance of lifeguard staff.

Duties and Responsibilities:

- Directs daily activities at both waterfronts.
- Plan, implement, and evaluate swim lessons related to age abilities, and Red Cross requirements Supervise, schedule, and conduct skill tests for lifeguards.
- Develop and maintain positive relations with staff, parents and participants.
- Conduct staff meetings on a regular basis.
- Maintain inventory of supplies and equipment within budget.
- Provides first aid and water rescue.
- Maintain a safe, orderly waterfront; report any damage; pre and post season cleanup.
- Be responsible for the health, safety, and well being of participants.
- Interpret and carry out program policies and practices in accordance with the Parks and Recreation Department.
- Complete correspondence to participants (program information, certificates) and file with Office and Red Cross.

Required Knowledge, Skills, and Abilities:

Must have current lifeguard, WSI certifications, Waterfront Certification, First Aid and CPR certifications. Organizational and leadership skills. Ability to supervise staff; enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with other employees and the public. Ability to anticipate and recognize dangerous and potentially dangerous situations at the waterfronts. Ability to implement emergency rescue plan. Ability to work with children and public. Swim instruction, teaching, and guarding experience.

Physical and Mental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is required to walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and carry up to 20 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to read and interpret moderately complex documents and to write standard reports. This position requires the ability to apply common sense and understanding in dealing with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is usually conducted in outdoor working conditions. The employee occasionally is exposed to wet and/or humid conditions. The noise level in the field is moderately loud.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

LIFEGUARD

General Statement of Duties:

Under the direct supervision of the Waterfront Director and general supervision of Recreation and Sports Programmer and Parks and/or Recreation Director. Responsible for guarding swimmers and maintaining a safe swim environment. Assists with swim stroke review/lessons.

Duties and Responsibilities:

- Responsible for safety of public while swimming, and on beach property.
- Provides first aid and water rescue.
- Practice water rescue and safety drills with proper rescue equipment.
- Maintain positive interaction and communication between guards, counselors, director, office staff and public.
- Conducts swim stroke review/ lessons.
- Guards at both waterfront locations.
- Performs regular and daily maintenance tasks but not limited to the following: Check depth of water at raft (should be 9 feet min.) and check depth at Babb's roped designated area, fill in holes, adjust swim lines, pick up trash, raking beach areas, cleaning/sweeping the guard hut, and all other related tasks. Maintain an overall clean and safe area. Assist with pre and post season cleanup.
- Enforces that staff only is allowed in the Guard Hut, on the Guard Chair or using equipment.

Required Knowledge, Skills, and Abilities:

- Must have current Lifeguard certification (WSI optional), Waterfront Certification, First Aid and CPR certifications. Organizational skills, teaching and guarding experience. Ability to work with children.

Physical and Mental Demands:

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SUNRISE DAY CAMP, CAMP COUNSELOR

General Statement of Duties:

Under the direct supervision of the Camp Director and general supervision of Recreation and Sports Programmer and/or Parks and Recreation Director. Responsible for planning and conducting organized recreational activities for campers.

Duties and Responsibilities:

- Responsible for a specific group of children and supervise all activities within the group.
- Maintain positive interaction and communication between junior counselors, counselors, lifeguards, and director.
- Guide campers in participating successfully in all aspects of the program.
- Prepare activities and participate in program planning, special events, and staff meetings.
- Provide minor first aid to campers: fill out accident reports. Checks identification of parents at camper pickup.
- Follow Parks and Recreation Department policies and procedures.

Required knowledge, skill, and abilities:

Experience and ability working with children and peers. Be organized and professional. Required to have current American Red Cross or American Heart Association Cardiopulmonary Resuscitation Certification and current First Aid Certification. Knowledge of organized games and free play activities, and simple arts and crafts.

Physical and Mental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is required to walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and carry up to 20 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to read and interpret moderately complex documents and to write standard reports. This position requires the ability to apply common sense and understanding in dealing with problems involving several concrete variables in standardized situations.

Work Environment:

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KID'S KORNER/MORNING MUNCHKINS CAMP DIRECTOR

General Statement of Duties:

Under the direct supervision of the Director of Special Programs and the general supervision of the Parks and Recreation Director. Responsible for the planning, organization, direction, and implementation of programs of recreation at program site. Recognizes safety hazards. Maintain records and accident reports. Instructs related skills as necessary. Responsible for supervising camp staff. Accountable for the supervision of all campers. Provides Recreation Supervisor with input in evaluation or assessment of performance of camp staff.

Duties and Responsibilities:

- Directs daily activities at camp.
- Plan, implement and evaluate specific activities related to age, interest and ability.
- Develop and maintain positive relations with staff, parents, and participants.
- Conduct staff meetings on a regular basis.
- Maintain inventory of supplies and equipment, within budget.
- Renders first aid in cases of minor injuries.
- Checks identification of parents at camper pickup.
- Maintain a safe, orderly program area; report any damage.
- Be responsible for the health, safety and well being of the participants.
- Interpret and carry out program policies and practices in accordance with the Parks and Recreation Department.
- Participate in program activities and be aware of staff functioning.
- Prepare lesson plans, program reports, camp correspondence and evaluations.
- Maintain and provide good public relations.
- Reports regularly to the Special Programs Coordinator.

Required knowledge, skill, and activities:

Ability to recognize recreation needs of specific age group and abilities. Knowledge of simple arts and crafts, music, and dramatic activities. Ability to resolve minor disciplinary problems amongst staff and campers. Ability to work with children. Able to create a program schedule to include knowledge of organized games and free play activities. Ability to supervise the work of subordinate personnel, ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with other employees and the public. Ability to recognize potential emergencies and to take necessary or preventative action. Required to have current American Red Cross or American Heart Association Cardiopulmonary Resuscitation Certification and First Aid Certification. Experience in education, recreation, or a related field preferred.

Physical and Mental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is required to walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and carry up to 20 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to read and interpret moderately complex documents and to write standard reports. This position requires the ability to apply common sense and understanding in dealing with problems involving several concrete variables in standardized situations.

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KID'S KORNER/MORNING MUNCHKINS CAMP COUNSELOR

General Statement of Duties:

Under the direct supervision of the Camp Director and general supervision of Director of Special Programs and/or Parks and Recreation Director. Responsible for planning and conducting organized recreational activities for campers.

Duties and Responsibilities:

- Responsible for a specific group of children and supervise all activities within the group.
- Maintain positive interaction and communication between junior counselors, counselors, and director.
- Guide campers in participating successfully in all aspects of the program.
- Prepare activities and participate in program planning, special events, and staff meetings.
- Provide minor first aid to campers, fill out accident reports.
- Checks identification of parents at camper pickup.
- Follow Parks and Recreation Department policies and procedures.

Required knowledge, skill, and abilities:

Experience and ability working with children and peers. Be organized and professional. Required to have current American Red Cross or American Heart Association Cardiopulmonary Resuscitation Certification and First Aid Certification. Knowledge of organized games and free play activities, and simple arts and crafts.

Additional Duties and Responsibilities - Morning Munchkins Counselor

- Responsible for planning additional activities specifically for three-year-old campers.
- Responsible for implementing any necessary modifications to the director's plans or activities, to create a more appropriate activity for the three-year-old campers.

Physical and Mental Demands:

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General Guidelines:

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GATE ATTENDANT & SPECIAL EVENT STAFF

General Summary:

The Gate Attendant and Special Event Staff is the first point of contact for patrons entering park or event. This position greets all patrons in a positive and professional manner. Collects data and information about park patrons. Sets up and breaks down all equipment required for special events. Enforces park rules, maintains order, safety and parking lot cleanliness. Explains and interprets operational and programmatic rules and regulations, refers enforcement matters to proper authorities and or supervisor. Serves the residents of Suffield in customer-oriented manner that helps promote a positive, professional image for the Town government.

Supervision Received:

Reports to the Director of Parks and Recreation and/or Recreation and Sports Programmer.

Supervision Given:

None.

Examples of Essential Functions:

1. Greet all patrons entering and exiting park in a positive and professional manner.
2. Provide information to customers about facility and events.
3. Maintain proper vehicle and customer counts in compliance with parking lot and beach maximums.
4. Keep accurate count of the patrons who utilize the facility.
5. Close gate when facility reaches maximum counts.
6. Maintain cleanliness of parking lot by picking up trash during down times.
7. Report any disturbances to Police Department and Supervisor.
8. Responsible for making periodic checks throughout park.
9. Responsible for proper use of equipment and facilities.
10. Assists in setup, cleanup and break down with all job related duties.
11. Make posters, signs and announcements for the general public to communicate rules and events as needed.
12. Set up and breakdown of special event equipment.
13. Prepare special event site.
14. Clean site and return equipment as needed.
15. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities.
16. Attend seminars and conferences to remain current on developments in relevant fields.

Other Job Functions:

Perform other related work as assigned.

Minimum Qualifications Education & Experience:

1. Must be at least 16 years of age.
2. Some previous employment experience; or equivalent combination of relevant training and experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skill, and Ability:

1. Excellent interpersonal and Customer Service Skills.
2. Ability to write legibly and communicate clearly.
3. Ability to solve problems and work independently.
4. Ability to listen and follow instructions.

5. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
6. Ability to work around trees, foliage and be able to withstand dust.
7. Ability to attend to task/function for more than 60 minutes at a time.
8. Ability to perform the essential functions of the job with or without reasonable accommodation.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license preferred.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job operates in a professional work environment and related fieldwork. While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office and moderately noisy too noisy in the field. Including:

Position Type/Expected Hours of Work:

This position is at will.

This is a ten (10) hours to thirty (30) hours per week, part-time, non-benefits position.

Must be flexible to include evenings and weekends. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work, and weekend work as job duties demand.

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.



Town of Suffield
Application for Employment
83 Mountain Road, Suffield, CT
06078

The Town of Suffield will consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or expression, or any other legally protected status.

(PLEASE PRINT LEGIBLY) The application must be completed to be considered. Please complete each section even if you have a resume

Date _____ Position you are applying for _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk In ☐ Job Agency ☐ Other

Name _____
FIRST MIDDLE LAST (PREVIOUS NAMES)

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone _____ Cell _____ Email address _____

DL# _____ State _____

If under 18 years old, can you provide proof of eligibility to work?

☐ No ☐ Yes

Have you filed an application with the Town of Suffield before?

☐ No ☐ Yes Date: _____

Have you ever been employed by the Town of Suffield before?

☐ No ☐ Yes Date: _____

Are you related to anyone currently employed by the Town of Suffield?

☐ No ☐ Yes Date: _____

Are you currently employed?

☐ No ☐ Yes

May we contact your present employer?

☐ No ☐ Yes

Are you prevented from lawfully being employed in this country due to Visa or Immigration Status? ☐ No ☐ Yes

(Proof of citizenship or immigration status will be required of all new employees upon employment)

On what date would you be available for work? _____

Are you interested in working: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary ☐ Seasonal

Are you on a lay-off and subject to recall? ☐ No ☐ Yes

Are you willing to travel if a job requires it? ☐ No ☐ Yes

The Town of Suffield is an Equal Opportunity Employer

EDUCATION & TRAINING

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School	_____	_____	_____	_____
Comm. College	_____	_____	_____	_____
Undergraduate	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

Please list/describe any specialized training, apprenticeship, certifications, skills, special job-related skills and qualifications:

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.)*

Describe any job-related training received during military service:

Additional Information

Specialized Skills [Check skills you possess and list equipment you can operate]

Computer / (Type)	Machinery & Equipment / (Type)
<input type="checkbox"/> Microsoft Office / _____	<input type="checkbox"/> Backhoe / _____
<input type="checkbox"/> Spreadsheets / _____	<input type="checkbox"/> Road Grader / _____
<input type="checkbox"/> Database / _____	<input type="checkbox"/> Welder / _____
	<input type="checkbox"/> EMT / _____
Other	<input type="checkbox"/> Power Tools / _____
<input type="checkbox"/> Typing	<input type="checkbox"/> Other / _____
<input type="checkbox"/> Calculator	<input type="checkbox"/> Other / _____
<input type="checkbox"/> Fax Machine	<input type="checkbox"/> Other / _____

Are you fluent or conversant in any languages other than English? Yes ☐ No ☐ If yes what languages.

Please state any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THE FOLLOWING QUESTION UNTIL YOU HAVE READ A COPY OF THE JOB DESCRIPTION/POSTING EXPLAINING THE ESSENTIAL DUTIES OF THE POSITION FOR WHICH YOU ARE APPLYING.

Is there anything that would prevent you from performing the essential functions of the position for which you have applied? ☐ Yes ☐ No

Employment History

Start with your present or last job and go back ten years. Include military service assignments and volunteer positions. Do not leave any positions out. Use extra sheets if necessary.

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

References (Business and Professional Only)

1. _____ (____) _____
(Name/Job Title) (Phone Number)
 2. _____ (____) _____
(Name/Job Title) (Phone Number)
 3. _____ (____) _____
(Name/Job Title) (Phone Number)
 4. _____ (____) _____
(Name/Job Title) (Phone Number)
-
-

Applicant's Statement

I certify that the answers given here are true, accurate 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. Prior to employment, a criminal background check will be completed. This application shall be considered active for a period of time not to exceed 60 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. I also understand that if I am employed by the Town of Suffield, false or misleading information provided on my application or discovered during the course of an interview or during employment, may result in discharge. I further understand that if employed, I am required to abide by all rules and regulations of the Town of Suffield.

Signature of Applicant _____

Date _____

SUFFIELD PARKS & RECREATION DEPARTMENT

145 Bridge Street Suffield, CT 06078

(860) 668-3862

VOLUNTEER APPLICATION

PROGRAM: _____ DATE: _____

NAME: _____ BIRTHDATE: _____

ADDRESS: _____ HOME PHONE: _____

_____ ZIP: _____

Email Address: _____

CELL PHONE # _____ WORK PHONE: _____

EMERGENCY CONTACT _____ PHONE: _____

LIST ANY MEDICAL PROBLEMS, ALLERGIES, OR SPECIAL ASSISTANCE YOU MAY NEED (Please Be Specific):

HIGH SCHOOL: _____

COLLEGE: _____

REFERENCES: (Not a relative)

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

INTERESTS/HOBBIES: _____

CERTIFICATIONS: WSI _____ ALS _____ CPR _____ FIRST AID _____ EMT _____

SPECIAL TRAINING: _____

DESCRIBE ANY VOLUNTEER WORK PREVIOUSLY PERFORMED: _____
