



**Town of Beekman Recreation & Parks**  
29 Recreation Center Rd., Hopewell Junction, NY 12533  
845-227-5783 845-227-9685F



[recdirector@townofbeekman.us](mailto:recdirector@townofbeekman.us) [www.townofbeekman.com](http://www.townofbeekman.com)

*Beekman Rec provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.*

## 2021 Summer Rec Positions Information

### Steps to apply:

1. **Complete and return to the Rec Office** via email, fax, snail mail or placing in the mail box next to the office door – not the one on the road:
  - Dutchess County Application
  - Rec Department Application Supplement
2. Complete the box on the 3 Reference Forms and then distribute as directed

Get all the info and complete the forms on our website or  
with “fillable” documents here:



### REQUIREMENTS: We are looking for applicants who ...

- **Exhibit flexibility:** amid the changing and evolving COVID-19 guidelines staff must be willing and able to **change expectations, schedules, tasks and responsibilities** as the season progresses and new information, guidelines, and regulations may be put in place
- Will make a **commitment to work the whole summer**
- Will pass a pre-employment drug test
- Are willing and available to join **mandatory trainings** in June
- Regularly **check their email** for correspondence from the Rec Department
- Play their cell phone messages before they return a call
- Demonstrate an **excellent work ethic** that can be **verified by 3 written references** from teachers, advisors, club leaders, supervisors, coaches (not friends or relatives)
- Accurately LIST all the dates this summer that they cannot be available
- Stamina to work in the outdoors or in non-air conditioned areas of the park during the summer wearing a mask
- Demonstrate independence and personal initiative as demonstrated by completing his/her own application and makes his/her own phone calls and appointments (not the parent of the applicant)
- Have a positive experience working with the public, especially with children
- Have leadership experience
- Have positive volunteer experience

## Positions Requirements & Responsibilities

Guest Services: p.2

Waterfront: p. 3

Camp: p. 4

## Guest Services Summer Rec Positions

*The Beach is open 7 days/week June 24 – Labor Day*

### **Park Manager, \$16/hour starting wage**

**Requirements:** 21 & over and First Aid and CPR certified (or willingness to complete); previous supervisory and/or recreational experience; ability to learn quickly, react calmly & effectively, work independently, and take initiative. Experience supervising, training, and building a team with staff. Customer service experience demonstrating the ability to relate to patrons & plan programming. Demonstrated ability to budget supplies and balance daily cash; ability to implement COVID-19 protocols; knowledge and capability to market Rec programs to the public; computer literate in all Microsoft applications and registration software.

**Responsibilities include:** Overseeing all customer service at the beach including: training and supervising staff; overseeing the Ice Cream Shack sales and inventory; overseeing all registrations, beach memberships, beach guests, beach and bath-room cleanliness; and serving on the Rec. Dep't. Management Team.

### **Assistant Park Manager, \$15.00/hour starting wage**

**Requirements:** 21 and over preferred and First Aid and CPR certified (or willingness to complete); previous supervisory and/or recreational experience preferred; ability to learn quickly; react calmly and effectively; work independently; take initiative; supervise and assist staff; relate to patrons and plan programming; ability to budget supplies and balance daily cash; ability to implement COVID-19 guidelines; knowledge of and capability to market Rec programs to the public; computer literate in all Microsoft applications and registration software.

**Responsibilities include:** Assisting the Park Manager in all areas; filling in for Park Manager in his/her absence implementing COVID-19 protocols; and serving on the Rec. Dep't. Management Team.

### **Manager on Duty, \$14.00/hour starting wage**

**Requirements:** Same as Assistant Park Manager but 18 and over preferred

**Responsibilities include:** Assisting the Park Manager in all areas; filling in for Park Manager in his/her absence implementing COVID-19 protocols; and serving on the Rec. Dep't. Management Team.

### **Seasonal Park Cleaner: \$14.00/hour starting wage**

**Requirements:** 18 & over preferred, stamina to work all day outside, and ability to implement COVID-19 safety protocols.

**Responsibilities include:** Cleaning and sanitizing program materials and all areas of the park, collecting garbage, weeding, and other duties as assigned.

### **Senior Gate Attendant, \$13.00**

**Requirements:** Same as Gate Attendant but preferably 18 years of age and High School Diploma with two years of exceptional experience as a Gate Attendant.

**Responsibilities include:** In addition to all Gate Attendant responsibilities outlined below, provide guidance and leadership to newer Gate Attendants.

### **Gate Attendants, \$12.50/hour**

**Requirements:** 16 years and over; cheerful, honest, professional, able to work effectively with the public; math and computer skills; integrity; ability to implement COVID-19 guidelines; ability to comprehend and market Rec programs to the public

**Responsibilities include:** Greet patrons; handle registrations and Ice Cream Shack sales, and related cash; clean bathrooms and beach; implementing COVID-19 protocols; assist with Family Fun Friday Night program.

## Summer Waterfront Positions

**Aquatics Director, \$17.50/hour starting wage**

**Requirements:** 21 and over; three seasons of previous waterfront experience as a lifeguard or aquatics director for camp or children’s program; meet Board of Health certification requirements for First Aid, Waterfront Lifeguard, WSI, ARC Lifeguard Management or Lifeguard Instructor, and CPR; and ability to implement all COVID-19 Guidelines.

**Responsibilities include:** Training, scheduling and managing all certified waterfront staff; monitoring water quality and completing all related reports; overseeing all first aid and related reports; serving on the Rec. Dep’t. Management team; and implement relevant COVID-19 Guidelines.

**Assistant Head Guard to Senior Head Guard, \$16.00/hour starting wage depending on position**

**Requirements:** 18 to 21 and over; three seasons of previous waterfront experience as a lifeguard or Aquatics Director for camp or children’s program preferred; ability to implement COVID-19 Guidelines; meet Board of Health certification requirements for First Aid, Waterfront Lifeguard, WSI, and CPR; ARC Lifeguard Management or Lifeguard Instructor preferred.

**Responsibilities include:** Assisting the Aquatics Director in all facets of the positions; serving in that role when he/she is absent; serving on the Rec. Dep’t. Management team; and implementing relevant COVID-19 Guidelines..

**Senior Water Safety Instructor, \$15.75hour**

**Requirements:** Same as WSI but preferably 18 or older with two years exceptional experience at Beekman Rec as a WSI &/or Swim Coach.

**Responsibilities include:** Same as WSI but additionally provides leadership to all other WSI’s.

**Water Safety Instructor, \$15.50/hour**

**Requirements:** 16 and over; meet Board of Health certification requirements for WSI, First Aid, Waterfront Lifeguard & CPR; and ability to follow COVID-19 Guidelines.

**Responsibilities include:** Swim testing swimmers; planning, tracking, delivering swim lessons; and adhering to relevant COVID-19 Guidelines.

**Senior Lifeguard, \$13.75/hour**

**Requirements:** Same as lifeguard, but 17 and over with at least one year of excellent service as a Lifeguard at Beekman Rec.

**Responsibilities include:** Same as a Lifeguard, but serves as a role model to Lifeguards.

**Lifeguard, \$13.50/hour**

**Requirements:** 16 and over prior to June 28<sup>th</sup>; ability to follow COVID-19 Guidelines; meet Board of Health certification requirements for First Aid, Waterfront Lifeguard & CPR; ability to follow COVID-19 Guidelines.

**Responsibilities include:** Overseeing patron safety on the beach; raking the beach; cleaning bathrooms; emptying garbage; picking up litter; and adhering to relevant COVID-19 Guidelines.

## Summer Camp Positions

*Day Camp will operate from June 28th to Aug. 20<sup>th</sup>, the hours are yet to be determined.*

### **Assistant Camp Director, \$16.00/hour starting wage**

**Requirements:** 21 & over & Bachelor's Degree preferred; previous administrative or supervisory experience in camp or childcare setting; ability to manage a budget; fluent in Microsoft Office Suite; First Aid & CPR certification; ability to train and manage staff; build a team; develop a program that is safe, engaging, creative, and fun; and follows all COVID-19 Guidelines.

**Responsibilities include:** Serving as the Camp Health Director's on site Designee; serving on the Rec. Dep't. Management Team; interpreting plans; implementing on site programs; implementing relevant COVID-19 Guidelines; and coaching and supervising staff.

### **Specialty Counselors, \$12.50/hour starting wage**

**Requirements:** 18 and over and High School Diploma preferred; demonstrated skill in specialty area; ability to plan and delegate; experience in camp or supervision of children preferred; role model who loves to help kids have safe fun; and willingness to follow all COVID-19 Guidelines.

**Responsibilities include:** Planning and implementing a socially distant program for children several specialty areas that could include but is not limited to: Arts & Crafts, Nature & Science, Drama, and Sports; and implement relevant COVID-19 Guidelines.

### **Counselors: \$12.50/hour:**

**Requirements:** At least 16 years of age prior to June 28<sup>th</sup>; role model who loves to help kids have fun; experience in camping or supervision of children preferred; and willingness to follow all COVID-19 Guidelines.

**Responsibilities include:** Singularly, without a team of other counselors, must develop trust and comfort for a small group of campers overseeing their fun, safety and discipline; planning and conducting their socially distant activities; and implement relevant COVID-19 Guidelines.