

CITY OF STAMFORD

SEASONAL POSITION ANNOUNCEMENT

Applications will be accepted for the following positions in the offices listed below until such positions are filled. Use a seasonal application to apply for a position. Indicate the job you are applying for by title and office, as listed below. If you are applying for more than one job, you must file a separate application for each position. Submit completed application(s) to the Human Resources Division. Applicant lists will be compiled according to date received and position sought, and sent to the hiring offices, upon management request.

Seasonal employees may be required to work nights, weekends and holidays. Priority in appointment is given to former seasonal employees with satisfactory work records. See reverse side of this announcement for further information about the seasonal application and hiring process before completing an application. Keep this announcement for future reference.

<u>OFFICE/POSITION</u>	<u>QUALIFICATION REQUIREMENTS</u>	<u>NUMBER OF POSITIONS</u>	<u>HOURLY RATES</u>
<u>OPERATIONS</u>			
E.G. BRENNAN GOLF COURSE			
*Cashier	Computer operation, handling cash and credit card transactions, answer phones, Golf course starter.	5	11.00-16.00
*Laborer	Operation of small equipment and hand tools necessary for maintenance of a golf course. Other duties as related.	5	10.10-15.00
*Ranger	Assist golfers, assist cashier, monitor pace of play, maintain water coolers and on course garbage.	10	10.10-14.00
CASHIER AND PERMITTING			
*Cashier	Computer operation, handling cash and credit card transactions, answer phones, Golf course starter.	1	11.00-16.00
<u>RECREATION SERVICES</u>			
*Arts and Crafts Instructor	Experience teaching arts & crafts with children ages 5-12.	10	13.00-20.00
*Camp Director	College degree; experience preferred. Valid driver's license required for some positions.	16	18.00-28.00
*Program Assistant	Age 15 or older interested in working with children.	90	10.10-15.00
*Program Instructor	Knowledge and experience in specific subject area such as sports, dance, drama, fitness, music, art, cooking, etc.	15	20.00-50.00
*Lifeguard	Supervise public swimming areas. Must be American Red Cross certified and age 16 or older.	10	12.00-14.00
*Head Lifeguard	Age 18 or older. Possession of a valid American Red Cross Lifeguard Certification; a valid CPR/AED certificate.		13.25-16.25
*Special Camp Aide	Experience working with special needs children and must have passed the ParaPro Assessment or have at least sixty college credits. Age 18 or older.	30	15.00-25.00
*Sports Instructor	Knowledge and experience in teaching in the area of sports and games with youth. Ages 18 and older.	5	10.10-15.00
*Swim Instructor	Must be 16 years of age or older. Knowledge of swimming techniques and instruction.	4	10.10 -12.00
<u>FACILITIES</u>			
<u>MAINTENANCE</u>			
*Dock Master	Daily monitoring and maintenance of City marinas	3	13.00-15.00
*Maintenance Worker	Age 18 or older; physical strength and endurance; maintenance of field, parks, and beaches. Valid motor vehicle license.	36	13.00-15.00
<u>WPCA</u>			
Intern	Engineering intern to assist with assessment and connection program. Basic knowledge of an engineering discipline civil, mechanical, chemical; understanding of methodologies for uncovering user needs; interest and/or knowledge in universal design; basic technical and hands on skills. Proficient in Excel. Must be able to maintain neat and organized records; Strong communication, interpersonal, organizational and management skills are needed.	1	15.00-25.00

LAND USE BUREAU

Intern	Research/Planning intern to assist the Land Use Bureau with research, mapping and application review.	1	15.00-25.00
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BOE FACILITIES

*Custodian	Age 18 or older; physical strength and endurance; ability to operate small equipment, custodial duties for all City buildings handled by department	20	10.10 – 15.00
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ECONOMIC DEVELOPMENT

*Intern	Database analysis of existing business criteria related to Economic Development.	3	15.00 – 25.00
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YOUTH SERVICES BUREAU

*Program Assistant	Age 15 or older interested in working with children.	12	10.10-15.00
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*Program Instructor	Knowledge and experience in specific subject area such as sports, dance, drama, fitness, etc.	8	20.00-50.00
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*Facilitator	Extensive knowledge of outdoor adventure challenge course. Experience in hardware identification, equipment set up & break down, group facilitation. Some experience in outdoor adventure activities such as canoeing & orienteering.	10	10.10 – 12.00
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CONTROLLER'S OFFICE *Office Worker	Customer Service, computer skills, clerical duties, other duties as related	2	11.00-15.00
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**SPRING/SUMMER 2018
SEASONAL POSITION ANNOUNCEMENT**

IMPORTANT INSTRUCTIONS AND INFORMATION FOR APPLICANTS

A. JOB REQUIREMENTS

Certain seasonal positions require work at night and/or on weekends and holidays. Some positions require special licenses or certificates as listed in the job requirements on the reverse side. Candidates for most positions will be subject to a drug screen and medical examination and/or a criminal conviction record check prior to appointment.

B. APPLICATION PROCESS

1. Applications will be accepted until such positions are filled. As positions are filled, the listing will be crossed out on the announcement and/or revised announcements will be issued.
2. If you are interested in applying for more than one job, you must submit a separate application for each one.
3. Print neatly and clearly. Hiring managers are likely to overlook an illegible application.
4. Use the correct job title(s) and location(s) as listed.
5. Fill in all required blanks on the application.
6. Include a telephone number where you can be reached or receive a message. Most hiring managers will not make contact with candidates by mail.
7. Applications that are incomplete, unsigned or do not clearly identify the job sought will not be processed.

C. INTERVIEW AND SELECTION PROCESS

1. Hiring preference is given to former seasonal employees with satisfactory work records. Former employees must submit a completed application to be considered for re-employment.
2. Copies of complete and qualified applications for positions listed will be sent out upon management request only. Therefore, the hiring manager may not see your application for several days or weeks after you file it.
3. Filing an application does not guarantee that you will be called for a job interview. Due to the large number of applications received for some positions, and the preference given to previous employees, managers can often fill their job openings without interviewing every single applicant.
4. We do not give out the names or phone numbers of the hiring managers. Applicants must wait to be contacted.

Any questions not addressed by the above information should be directed to the Human Resources Reception Office (977-4070). Thank you for your interest in employment with the City of Stamford.

THE CITY OF STAMFORD
An Equal Opportunity Employer
APPLICATION FOR SEASONAL EMPLOYMENT

HUMAN RESOURCES DIVISION, 888 WASHINGTON BOULEVARD 9TH FLOOR, STAMFORD, CT. 06904-2152

POSITION (List One Only)

- BOE FACILITIES E.G.BRENNAN GOLF COURSE CONTROLLER'S OFFICE ECONOMIC DEVELOPMENT
LAND USE BUREAU PARKS AND FACILITIES MAINTENANCE RECREATION SERVICES WPCA
YOUTH SERVICES OTHER:

NAME Last First Middle

ADDRESS Street

City State Zip Code

Have you ever worked for the city of Stamford before?
YES NO If yes, list by dates employed and job title(s).

Have you ever been disqualified for a position with the City of Stamford?

YES NO If yes, list job title and date of disqualification.

Are you related to/or have affiliation with any person now employed with the City of Stamford?
YES NO If yes, list name and relationship.

SOCIAL SECURITY NO. 000 - - (LAST SIX DIGITS ONLY)

TELEPHONE NUMBER(S)

If Under Age 18 Month Day Year
Date of Birth: / /

There may be restrictions on the employment of applicants less than 18 years of age.

LAST SCHOOL GRADE COMPLETED (CIRCLE ONE):

10 11 12 13 14 15 16

DRIVER'S LICENSE? NO YES CDL

LIFEGUARD APPLICANTS: LIST CURRENT CERTIFICATES HELD:

DATES AVAILABLE FOR WORK:

FROM / To /
Mo. Yr. Mo. Yr.

List Any Experience You Have Had Related to the Position Applied For:

Special Skills and Abilities. Show Typing & Shorthand Speed. Any Machines You Can Operate.
Special Licenses, Languages, or Any Other Special Abilities:

CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate or misleading information given in my application may result in the rejection of this application or withdrawal of a job offer. Further, false information provided, whether willingly or accidentally, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

DATE

SIGNATURE OF APPLICANT

FILING AN APPLICATION DOES NOT GUARANTEE A JOB INTERVIEW

COMPLIANCE INFORMATION: (OPTIONAL)

The following information is needed for compliance with government reporting requirements and for EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process.

1. Your Name

2. Job Applied For

3. Gender (Please Check) Male Female

4. Describe yourself in terms of one of the following groups. (Check one)

- American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian
White Black or African American Hispanic or Latino
Other: (Please specify)

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