



Summer Employment Opportunities 2024

Applications can now be found on our website.

If you prefer to fill it out by hand, please mail to the address below or scan and email the finished application to recreation@burlington.org

Town of Burlington Parks and Recreation Department


61 Center Street, Burlington, MA, 01803


(781)270-1695

recreation@burlington.org

www.burlingtonrecreation.org

 BurlingtonRecreation

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The Town of Burlington is an Equal Opportunity Employer

The following are open positions for the 2024 summer season. You will find a brief description of job qualifications, duties, starting pay rate, and time frame of employment. Qualified returning staff members are given first consideration for all positions. New applications are being accepted starting December 18th, and the application process will be closed once all positions are filled. Job duties and time frame of employment are subject to change

Group 1

Wading Pool Supervisor

Group 2

Tennis Instructor

Gymnastics Instructor

Group 3

Club Simonds Leader

Crafts and Play Leader

Jump Start Leader

Middle School Parks Leader

Parks Place Leader

Summer Discovery Leader

Group 4

Inclusion Staff

RecTogether Leader

Group 5

Club Simonds Unit Leader

Group 6

Lifeguard

Group 7

Club Simonds TR Coordinator

Group 8

Summer Program Director

Group 9

Seasonal Maintenance Worker

Summer Program Descriptions

Club Simonds

This is a Monday - Friday program for children in grades K - 4. Participants must pre-register for this program. Once registered, kids are divided into 4 equal units by age. Days are spent playing games, making arts and crafts, cooking, going to the wading pool, taking small field trips and more!

Crafts and Play

This program is for ages 4 – 7 years old. It takes place Monday – Friday, from 1 - 3 pm. Participants create art projects using various mediums.

Gymnastics

The Gymnastics program is held Monday - Thursday at Burlington High School during July and August. Participants are boys and girls in grades 1 - 12. Participants are placed in small groups and taught skills in progression with emphasis on teamwork, safety and fun.

Inclusion or Therapeutic Recreation (TR)

Our inclusion services are available to any individual with a disability who needs extra support to participate in any of our programs. We provide 1:1, 1:2, or any other form of support needed so participants of all abilities can be a part of our summer programs.

Middle School Parks

This program is for those in grades 5 - 8 and takes place Monday - Friday. The program brings middle school aged kids to different locations such as Laser Craze, Dave & Busters, Canobie Lake Park, Water Country and more.

Jump Start

This program is for ages 4 to 7, Monday - Friday. This is a half day program in the morning. Participants spend their mornings learning a variety of sports skills and basic team strategies through unique games.

Park Place

This is a free drop-in program for all Burlington residents grade K - 5. Program takes place at 4 different parks around Burlington, Monday - Friday. Participants enjoy games, sports and crafts lead by staff.

RecTogether

This program is for ages 13 – 25 with a disability. It runs from 10 am – 2 starting in August. This program is a social and recreational summer day camp that includes activities such as crafts, team-building, field trips, or community service. Participants are paired with a 1:1 peer buddy or in a small group with a buddy.

Summer Discovery

This program is for 3 - 5 year olds and is offered Monday - Friday. This is a half day program in the morning. Pre-schoolers spend their mornings doing a variety of activities including group games, singing, arts and crafts and storytelling.

Tennis Instructor

The Tennis program is held Monday – Friday from 5 to 8 pm. Participants are boys and girls ages 4 - 16. Students are placed in small groups and taught skills in progression with emphasis on teamwork, safety, and fun.

Wading Pool

Our wading pool is open to Burlington residents free of charge. It is open 7 days a week from mid-June to late August. The pool is staffed with a supervisor but there is no lifeguard on duty.

General qualifications and expectations pertaining to all positions:

1. Summer applicants must be 16 years old by May 31st of the application year (unless otherwise noted).
2. All employees must be CPR, First Aid, and Epi Pen certified. Certification can be acquired after date of hire.
3. All employees are required to have a Massachusetts Criminal Background Check done.
4. All summer employees are required to attend an orientation before beginning at their program. Dates and times of orientation are TBD.
5. All summer employees are required to work at Celebrate Burlington, which is a full day event taking place the first Saturday in August with an inclement weather date of the first Sunday in August..
6. All employees will demonstrate knowledge of Parks and Recreation Department policies and procedures.
7. All employees will maintain a high level of dependability, responsibility and customer service.
8. All employees are expected to demonstrate a high level professionalism and represent the Town of Burlington and the Burlington Parks and Recreation Department appropriately both on the job and off.

Group 1

Wading Pool Supervisor

Starting Salary: \$16.75

Dates of Employment: Mid-June - Mid-August

Qualifications

1. Schedule varies; applicants must be available weekends, nights and days
2. Must have ability to work independently

Duties and Responsibilities

1. Check in patrons entering the wading pool
2. Demonstrate knowledge of wading pool rules, and enforce rules as necessary
3. Demonstrate effective communication with both children and adults
4. Other duties as requested

Group 2

Tennis Instructor

Gymnastics Instructor

Starting Salary: \$17

Dates of Employment: June - August

Qualifications

1. Possess knowledge, skills, and experience pertaining to your specialty
2. Ability and eagerness to develop participant's skills in your sport

Duties and Responsibilities

1. Demonstrate effective and developmentally appropriate teaching methods pertaining to your sport
2. Identify safety concerns and provide safe instruction pertaining to your sport
3. Assist program director in set-up, lesson development, instruction, and clean-up
4. Provide first aid to participants as needed
5. Other duties as requested

Group 3

Club Simonds Leader
Crafts and Play Leader
Middle School Parks Leader
Jump Start Leader
Parks Place Leader
Summer Discovery Leader

Starting Salary: \$17

Dates of Employment: June - August

Qualifications

1. Prior experience with youth in a camp, school, or family setting is encouraged

Duties and Responsibilities

1. Demonstrate program specific knowledge, including schedule, procedures and rules
2. Demonstrate developmentally appropriate interactions and instruction with participants
3. Effectively communicate with coworkers, parents and participants
4. Work directly under your director or unit leader to provide high quality and safe programming for participants
5. Provide first aid to participants as needed
6. Other duties as requested

Group 4

Inclusion Staff
RecTogether Leader

Starting Salary: Negotiable based on experience

Dates of Employment: Inclusion staff: June - August

RecTogether Leader: August

Qualifications

1. Experience working with adults or children with disabilities
2. Applicants must be adaptable and have a willingness to work in varied settings at any time
3. Must complete a Handle with Care training. Training can be completed after date of hire

Duties and Responsibilities

1. Work in a 1:1 or small group setting to provide high quality care, assistance, supervision or instruction to participants with a disability
2. Coordinate with other staff and parents to learn how to best integrate participants
3. Other duties as requested

Group 5

Club Simonds Unit Leader

Starting Salary: \$17.75

Dates of Employment: June - August

Qualifications

1. Experience in a supervisory position or past employment with our youth programs
2. Must have a general knowledge of crafts, group games, special events and sports
3. Strong leadership and communication skills

Duties and Responsibilities

1. Oversee and lead Club Simonds staff in your unit
2. Oversee volunteers in your unit
3. Plan and implement creative and developmentally appropriate daily plans
4. Coordinate with TR staff and director to ensure activities are inclusive for all
5. Evaluate program activities and make programmatic changes as needed based on feedback with the Club Simonds Director
6. Other duties as requested

Group 6

Lifeguard

Starting Salary: \$17.75

Dates of Employment: June - August

Qualifications

1. Must be Lifeguard Certified in open and still water
2. Must have lifeguarding experience
3. Must possess great judgement and problem solving skills
4. Must be adaptable and willing to change between programs as needed

Duties and Responsibilities

1. Perform lifeguarding duties including assessing water conditions, scanning, enforcing rules, and performing saves in open and still water
2. Administer swimming test to program participants to determine eligibility to swim without a support device
3. Ensure safety of program participants in and around water at all times
4. Assist program Leaders and Directors as necessary

Group 7

Club Simonds TR Coordinator

Starting Salary: \$20.25

Dates of Employment: June - August

Qualifications

1. Experience in a supervisory position
2. Experience working with youth or adults with disabilities
3. Must complete a Handle with Care training. Training can be completed after date of hire

Duties and Responsibilities

1. Answer directly to the Parks and Recreation Department's Recreation Therapist to ensure quality integration of people with disabilities into the Club Simonds Program
2. Oversee TR staff at Club Simonds
3. Coordinate with the Club Simonds Director, unit leaders and staff to develop creative and safe methods of inclusion for people with all abilities
4. Assist TR staff at Club Simonds as needed
5. Other duties as requested

Group 8

Program Director

Starting Salary: \$20.25

Dates of Employment: June - August, with some preseason work

Qualifications

1. Experience working with children
2. Experience in a supervisory position or previous employment in our youth programs
3. Experience creating curriculums or program plans is preferred
4. Must possess great judgement and problem solving skills
5. Sports specific knowledge is required for Tennis and Gymnastics Director applicants

Duties and Responsibilities

1. Supervise, direct, and evaluate program staff and volunteers
2. Interview volunteers and create a volunteer schedule
3. Maintain records such as accident reports, disciplinary worksheets, volunteer hours and payroll sheets
4. Plan and implement developmentally appropriate lessons or activities
5. Inventory and maintain program equipment and supplies; order supplies when needed
6. Ensure staff and participant safety at all times
7. Answer directly to the Burlington Parks and Recreation Department's Program Coordinator or Assistant Program Coordinator, and Summer Program Administrator. Give program feedback to superiors and implement programmatic changes as requested
8. Other duties as requested

Group 9

Seasonal Maintenance Staff

Starting Salary: \$16.28

Dates of Employment: April - August

Qualifications

1. Should be at least 16 years of age and at least 18 to operate a Town vehicle.
2. Must possess and maintain a valid driver's license and safe driving record
3. Working knowledge of the operation, practices and procedures used in general maintenance of park grounds and facilities
4. Working knowledge of the tools, materials, and equipment used in general maintenance work.
5. Ability to perform manual labor and general maintenance and repair work.
6. Ability to work a flexible schedule

Duties and Responsibilities

- 1 Assists in the preparation, development and maintenance of park areas
- 2 Assists in the preparation of fields including picking up trash, dragging the fields, lining the fields,
- 3 Assists in the installation and repair of all park structures.
- 4 Repairs to playground equipment including repairing and painting picnic tables, park benches etc.
- 5 Maintains and cleans outdoor shelters and restroom facilities and removes trash.
- 6 Assists with horticultural activities including planting and weeding flower beds, planting and pruning trees, removing or replacing tree posts, tree/limb removal, chipping limbs, planting and maintaining shrubs, spraying herbicides and pesticides, picking up trash and landscape construction.
- 7 Assists in the preparation, development and maintenance of all park sites by using string trimmers, edgers, and hand mowers; may receive training in the operation of riding mowers.
- 8 Assists with equipment service and maintenance. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- 9 Performs trash removal from park areas.
- 10 Operates maintenance equipment such as pick-up trucks, tractors, mowers, trimmers, leaf blowers, edgers, box scrapers, tillers, aerators, sprayers, spreaders, wheelbarrows, hand tools and pruning tools.