

**DEPARTMENT OF LEISURE AND SOCIAL SERVICES  
SUMMER STAFF POSITIONS  
2021**

1. **Pool Cashier** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
  - Work as cashier selling daily admission tickets, swim passes, registering for swim lessons, etc. at outdoor pools.
  - Responsible for collecting revenue and preparing revenue deposit forms.
  - Positions up to 40 hours per week. Must be available late June through August. Must be available for evening and weekend hours.
  - Must be available for training in June.
  - Pay rates start at minimum wage.
2. **Pool Lifeguards** - Apply at Leisure Services office, Room 128, West Hartford Town Hall.
  - Ensure the safety and well being of patrons using the aquatic facilities. Observe and enforce all rules and policies.
  - Respond appropriately to any emergency situation.
  - Perform chemical testing and document results.
  - Additional projects and duties, as assigned.
  - Must be at least 16 years old. Must have Lifeguard certification from American Red Cross.
  - CPR/AED/first aid certifications from American Heart Association, American Red Cross or American Safety & Health Institute.
  - Positions up to 40 hours per week. Must be available late June to late August. Must be available evenings and weekends.
  - Attend all required staff meetings and training.
  - Pay rates start at minimum wage and up, depending on experience.
3. **Head Lifeguard** – Apply at Leisure Services office, Room 128, West Hartford Town Hall.
  - Assist in maintaining a safe environment. Enforce and explain rules to patrons as necessary.
  - Coordinate and lead a variety of community programs and promotions.
  - Serve as first level contact in responding to and documenting emergencies, responding to situations in a calm and professional manner.
  - Perform regular lifeguard duties as needed. Provide direction to staff members on shift.
  - Perform chemical testing and document results.
  - Maintain a professional attitude.
  - Must be at least 17 years old. A minimum of 1 year of experience as a lifeguard.
  - Lifeguard certification from American Red Cross.
  - CPR/AED/first aid certifications from American Heart Association, American Red Cross or American Safety & Health Institute.
  - Attend all required staff meetings and training.
  - Positions up to 40 hours per week. Must be available late June to late August. Must be available evenings and weekends.
  - Pay rates start at minimum wage and up, depending on experience.
4. **Swim Instructor** – Apply at Leisure Services, office, Room 128, West Hartford Town Hall.
  - Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification and Emergency Oxygen, Lifeguarding within 30 days of employment.
  - Water Safety Instructor certification or equivalent.
  - At least 17 years of age.
  - In addition to the above requirements, it is expected that the swim Instructor will bring to his/her position maturity, responsibility, positive values and sincere interest in working with people.
  - Attend all required staff meetings and training.
  - Positions up to 40 hours per week. Must be available late June to late August. Must be available evenings and weekends.
  - Pay rates start at minimum wage and up, depending on experience.
5. **Camp Counselors - Camp Funtastic & Camp Hillcrest** - Apply at Leisure Services office, Room 128, WHtfd Town Hall.
  - Conduct activities for and supervise children enrolled in summer camp programs based at the town parks.
  - Graduating high school senior, college student or older preferred.
  - 8 week program from June 21 through August 13 - must be available for training session in June.
  - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
  - Pay rates start at minimum wage.

6. **Camp Counselors - Buena Vista Camp** - Apply at Veterans Memorial Skating Rink.
- Conduct activities for and supervise children enrolled in summer camp programs based at the rink.
  - Graduating high school senior, college student or older preferred.
  - 9 week program from June 21 through August 20 - must be available for training session in June.
  - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
  - Pay rates start at minimum wage.
7. **Camp Counselors and Lead Staff – Elmwood Community Center- ECC Theater Camp, Busy Bees Preschool Camp, Discovery Zone Camp, CIT Camp** - Apply at Elmwood Community Center
- Conduct activities and supervise children enrolled in ECC summer programs. Programs range in age from 2 – 16.
  - Candidates should be enthusiastic, self-motivated, eager to work with children and excited to be an excellent teammate.
  - Preference given to graduating high school seniors, college students (or older), those with previous camp counselor experience and/or those that can commit to working a minimum of 8 weeks M-F.
  - Position hours vary – can be up to 40 hours per week.
  - Pay rates start at minimum wage and up, depending on experience.
  - Must be available for training in June and to work some evening and weekend hours.

Please send completed applications (resume and supporting documents encouraged) to Elmwood Community Center 1106 New Britain Ave, WH CT 06110, ATTN: Program Coordinator. You may also email scanned applications to [victoria.branning@westhartfordct.gov](mailto:victoria.branning@westhartfordct.gov) .

8. **Camp Counselors & Instructors - Westmoor Park Summer Nature Day Camp** - Apply at Westmoor Park.
- Work as part of a team to plan and lead “hands on” educational programming for children ages 3 – 13.
  - Must have background and knowledge in natural sciences, horticulture, agriculture or large and small animal care.
  - Supervises children assigned to your group and interact professionally with parents.
  - Positions up to 40 hours per week.
  - Must be available for all 9 weeks of camp. Camp runs from June 21 through August 20.
  - Must be available for training before camp starts in June.
  - Pay rates start at minimum wage.
9. **Assistant Coordinator - Westmoor Park Summer Nature Day Camp**.- Apply at Westmoor Park
- Work closely under the supervision of the Camp Director to provide hands-on educational programming for enrolled campers ages 3-13.
  - Experience teaching and leading in a summer camp program desired.
  - Experience in nature study, environmental education, or related fields desired.
  - Will assist in training and supervising instructors, counselors and counselors-in-training (CIT's)
  - Develop and run both small and large group activities for the afternoon portion of the camp day.
  - Communicate professionally with parents.
  - Must be available for all 9 weeks of camp, June 21 through August 20, and staff training prior to camp.
  - References are requested that can attest to your leadership skills, and your abilities working with children.

Interested candidates should submit a resume and cover letter, along with three references, to Westmoor Park, Attn: Christy Page, 119 Flagg Road, West Hartford, CT 06117. [Christy.Page@Westhartfordct.gov](mailto:Christy.Page@Westhartfordct.gov)

**10. Camp Assistants – Inclusion Support and Special Needs Program**

1:1 Aides at our special needs camps (Beachland Adventures, Beachland Teen) and/or at various mainstream camps throughout town (i.e. Buena Vista, Westmoor Park, Funtastic etc.).

- MUST have employment, academic, and/or volunteer experience with individuals with physical, health, and/or cognitive limitations; must be able to PROVIDE REFERENCES to address preparedness to work with children (ages 3 - 21) with special needs.
- Must be energetic, enthusiastic, and eager to make a difference! Flexibility is a must!
- Must know how to swim and expect to be in the pool daily.
- Must commit to a minimum of 6-weeks, M-F employment. Hours vary based on full or half day registration but most shifts are 12:30 pm – 4:30 pm (20 hours per week).
- Must be available for all training in June.
- Part-time positions, no benefits.
- Variable pay rates depending on experience and training; starting at minimum wage.
- Applications that include two letters of reference that address preparedness to work with children with special needs are preferred.
- Early application is encouraged as hiring is done on a rolling basis as campers enroll.

Please send completed applications (resume and supporting documents encouraged) to Elmwood Community Center 1106 New Britain Ave, WH CT 06110, ATTN: Special Needs Coordinator. You may also email scanned applications to [Dani.brown@westhartfordct.gov](mailto:Dani.brown@westhartfordct.gov)

**11. Golf Course Starters & Rangers - Apply at the Rockledge Golf Course.**

- Positions available at Rockledge Golf Course. Assist golfers using Rockledge.
- Positions up to 40 hours per week. Must be available for early morning, evening and weekend hours.
- Pay rates start at minimum wage.

**12. Golf Course Laborer - Apply at Leisure Services office, West Hartford Town Hall.**

- Positions available doing maintenance work at the town's golf courses.
- Must be 18 years old to operate equipment.
- Positions up to 40 hours per week, positions available beginning early spring. Available for early mornings as well as weekend hours. (Saturday mornings, if scheduled)
- Pay rates start at minimum wage and based on experience.

**13. Park & Pool Maintenance - Apply at Leisure Services office, West Hartford Town Hall.**

- Positions available doing maintenance work at the town's parks and outdoor pools.
- Must be 18 years old to operate equipment.
- Positions up to 40 hours per week, positions available beginning late April or early May. Must be available for early morning as well as a few weekend hours.
- Pay rates start at minimum wage and based on experience.