



## ***INTERESTED IN WORKING AT DOVER PARKS & REC THIS SUMMER?***

### **HOW TO APPLY:**

- Complete the attached, 3-page application packet and submit to Nicole Wainwright between Thursday, January 2 - Thursday, April 10, 2025, at [nwainwright@doverma.gov](mailto:nwainwright@doverma.gov)
- *We expect all counselor applicants to communicate with Nicole independently. (not parents/guardians)*
- **APPLICATIONS RECEIVED AFTER 5PM ON THURSDAY, APRIL 10, 2024 WILL NOT BE GUARANTEED AN INTERVIEW.**

### **GENERAL CANDIDATE & INTERVIEW INFORMATION:**

- Nicole will review all applications as they are submitted and will contact candidates directly to set-up an interview beginning in February.
- Interviews will begin during February School Break, will be between 30-45 minutes long, and scheduled at a convenient time for both the candidate and interviewing staff.
- We hope to have all new applicant interviews completed in mid-April, with final hiring selections made following those final interviews.
- Questions? You can always [email Nicole](mailto:nwainwright@doverma.gov), or call the office at (508)785-0476 with any questions about seasonal positions, or any other Parks & Rec programs!

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## Summer 2025 - Summer Club Employment Application

The Town of Dover, MA is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, gender, sexual orientation, religion, national or ethnic origin, ancestry, physical or mental disability, age, marital or veteran status, or any other protected status.

Please complete this application fully and accurately. If you need assistance completing your application, it will be provided.

PLEASE PRINT LEGIBLY IN **BLUE** or **BLACK INK** **APPLICANT FIRST+LAST NAME:** \_\_\_\_\_

**LOCAL / HOME ADDRESS:** \_\_\_\_\_

**APPLICANT CELL PHONE #:** \_\_\_\_\_ **APPLICANT EMAIL:** \_\_\_\_\_

Are you authorized to work in the United States?	YES	NO
Are you related to any Town of Dover employee?	YES	NO
Have you worked for the Town of Dover before?	YES	NO
Have you ever applied for a position with the Town of Dover before?	YES	NO
Are you Currently Red Cross CPR & AED certified?	YES (Exp. Date: _____)	NO
Are you Currently Red Cross First Aid certified?	YES (Exp. Date: _____)	NO

**CIRCLE YOUR DESIRED POSITION :** **COUNSELOR**  
16+ years / entry level **LEAD COUNSELOR**  
18+ years / 2+ years counselor experience

**CIRCLE YOUR ADULT T-SHIRT SIZE:** **S M L XL 2XL 3XL**

*Staff t-shirts are provided each year, in rotating colors, and must be worn whenever working.*

### EDUCATION:

<b>RISING GRADE LEVEL (grade in September 2025)</b>	<b>SCHOOL NAME &amp; CITY/TOWN WHERE LOCATED (if outside of Dover)</b>

### ABOUT YOU:

Why would you like to be a part of the Dover Parks & Recreation summer staff? \_\_\_\_\_

\_\_\_\_\_

Please share any extracurricular activities that you are, or have been, involved in: \_\_\_\_\_

\_\_\_\_\_

Please share any awards, recognition and/or honors that you have received: \_\_\_\_\_

\_\_\_\_\_

List three of your own, special or unique skills, talents, abilities and/or interests and share why you think each of these particular strengths you have would be helpful to our Summer CLub team to have in new counselor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**YOUR PAST or CURRENT EMPLOYMENT and/or VOLUNTEER EXPERIENCE:**

<b>ORGANIZATION NAME:</b> <b>VOLUNTEER</b>	<b>CIRCLE ONE:</b> STAFF	<b>DATES EMPLOYED or DATES OF SERVICE</b> FROM: _____ TO: _____
<b>ADDRESS:</b>	<b>PHONE #:</b> _____	
<b>POSITION TITLE:</b>	<b>SUPERVISOR:</b> _____	
<b>LIST ALL MAJOR DUTIES AND RESPONSIBILITIES:</b>      		

<b>ORGANIZATION NAME:</b> <b>VOLUNTEER</b>	<b>CIRCLE ONE:</b> STAFF	<b>DATES EMPLOYED or DATES OF SERVICE</b> FROM: _____ TO: _____
<b>ADDRESS:</b>	<b>PHONE #:</b> _____	
<b>POSITION TITLE:</b>	<b>SUPERVISOR:</b> _____	
<b>LIST ALL MAJOR DUTIES AND RESPONSIBILITIES:</b>      		

Were you ever terminated or asked to resign from any employment or volunteer service?      YES      NO  
May we contact your present (or most recent) employer or volunteer supervisor?      YES      NO

**THREE REQUIRED REFERENCES\*** (volunteer supervisor/teacher/coach/mom you babysit for/neighbor whose dog you walk/etc\*):

**\*ABSOLUTELY NO RELATIVES ACCEPTED**      LESS THAN 3 REFERENCES = INCOMPLETE  
APPLICATION

<b>REFERENCE'S FULL FIRST &amp; LAST NAME</b>	<b>POSITION? (HOW DO THEY KNOW YOU)</b>	<b>WEEKDAY PHONE #</b>	<b>E-MAIL ADDRESS</b>

**GENERAL 2025 POSITION REQUIREMENTS and EMPLOYEE ACKNOWLEDGEMENTS:**

**PLEASE READ ALL OF THE POSITION REQUIREMENTS BELOW THEN INITIAL TO ACKNOWLEDGE AND ACCEPT.**

The 2025 season of Dover Parks and Recreation's Summer Club will be held on weekdays, for six-consecutive weeks

**SESSION 1:** Monday, June 23 to Friday, June 27, 2025

**SESSION 2:** Monday, June 30 to Thursday, July 3\*, 2025

**\*CLOSED FRIDAY 7/4**

**SESSION 3:** Monday, July 7 - Friday, July 11, 2025

**SESSION 4:** Monday, July 14 to Friday, July 18, 2025

**SESSION 5:** Monday, July 21 to Friday, July 25, 2025

**SESSION 6:** Monday, July 28 to Friday, August 1, 2025

<b>REGULAR DAILY HOURS:</b>	Mondays	8:30am - 12:30pm	(4 hours)
	Tuesdays / Wednesdays / Thursdays	8:40am - 12:20pm	(3.5 hours)
	Fridays (*and Thursday 7/3)	8:40am - 12:40pm	(4 hours)
<b>EXTENDED HOURS:</b>	Mondays - Thursdays	12:15 - 3:15pm	(3 hours)

**I UNDERSTAND THE 2025 SUMMER CLUB SEASON REQUIREMENTS, TO WORK WEEKDAYS OF EACH SESSION LISTED ABOVE, MONDAY JUNE 23rd TO FRIDAY AUGUST 1st, FOR A MINIMUM OF 18.5 REGULAR DAY HOURS PER-WEEK WITH AN OPPORTUNITY FOR 3-12 ADDITIONAL WEEKLY EXTENDED DAY HOURS (FILLED WEEKLY, ONE WEEK IN ADVANCE, ON A FIRST COME, FIRST SERVE BASIS)**

**APPLICANT INITIALS** \_\_\_\_\_

Summer Club is a licensed summer camp and staff are required to participate in and complete a number of mandatory training sessions in order to be employed. These trainings will be scheduled one to two weeks PRIOR TO MONDAY 6/23 and WILL NOT EVER CONFLICT WITH SCHOOLTIME RESPONSIBILITIES.

Each required session WILL BE PAID and covers different training requirements over approximately 1-3 hours. The total amount of employee training will depend on the individual staff member's current CPR/AED & First Aid status, childcare experience and previously completed training sessions.

**I UNDERSTAND THAT MY ATTENDANCE AND PARTICIPATION IN ALL NECESSARY TRAINING SESSIONS WILL BE REQUIRED BY DOVER PARKS AND RECREATION AND DOVER BOARD OF HEALTH, AS LISTED IN ALL LICENSING MATERIALS, FOR MY CONTINUED EMPLOYMENT AS PART OF THEON THE 2025 SUMMER CLUB STAFF.**

**APPLICANT**

**INITIALS** \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENT THEN SIGN AND DATE BELOW:**

*I understand that this application is current for 120 days from the date provided with my signature, below. If I still wish to be considered for this position at the end of this time-period, I understand I will need to complete a new application. I understand that if I am hired by the Town of Dover: Parks and Recreation Department, I will be an employee at-will, that I will be free to resign at any time and that the Town of Dover: Parks and Recreation Department reserves the right to terminate my employment at any time, with or without cause, regardless of the date of payment of my wages and salary. I understand that if I am hired, I will be required to abide by the rules and regulations of the Town of Dover and the Dover Parks and Recreation Department.*

*The information I have supplied in this application or as part of my application process is true and complete. I understand that any false statement of significant omission by me in the application process may be cause for dismissal if discovered at a later date. I hereby authorize the Town of Dover: Parks and Recreation Department to investigate the information I have furnished on this application and I understand that employment is subject to acceptable references and my personal interview.*

*I understand that, if hired as a Town of Dover: Parks and Recreation Department staff member, that I will be expected to provide a safe and fun environment for children and to follow the 2025 program schedule and maintain program expectations. I also understand that my application is not complete unless all requirements have been provided to the Dover Parks and Recreation office by the appropriate dates and that any incomplete paperwork may jeopardize my 2025 Summer Counselor candidacy.*

APPLICANT SIGNATURE

PRINTED NAME

DATE

**\*If candidate is under 18, a parent, guardian or caretaker must also review the above statement and sign below (in addition to the candidate):**

PARENT / GUARDIAN SIGNATURE

PRINTED NAME

DATE

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**In order to be considered for a summer position in 2025, your fully completed application**

Dover Parks & Recreation

♦ P.O. Box 250

♦ Dover, MA 02030

♦ 508-785-0476

 @doverrecma

♦  @doverrecma

♦  @doverrecma

♦ [doverma.gov/348/Parks-Recreation](http://doverma.gov/348/Parks-Recreation)

*must be received no later than THURSDAY, APRIL 10, 2025 @ 5:00PM*