



### **HOW TO APPLY:**

- Complete the attached, 3-page application packet and submit to Nicole Wainwright ([nwainwright@doverma.gov](mailto:nwainwright@doverma.gov)) between Friday, January 2 - Friday, April 10, 2026.
- ***We expect all counselor applicants to communicate with Nicole independently. (not parents/guardians)***
- **APPLICATIONS RECEIVED AFTER 9PM ON FRIDAY, APRIL 10, 2026 WILL NOT BE CONSIDERED FOR SUMMER 2026.**

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

- Nicole will review all applications as they are submitted and will contact candidates directly to set-up interviews beginning in mid-February.
- Interviews will begin following February School Break.
  - o Each interview will be roughly 30-45 minutes long, and scheduled at a convenient time for both the candidate and interviewing staff.
- All new applicant interviews will be 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 2026 - 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 paid 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><u>RISING</u> GRADE LEVEL</b> (grade in September 2025)	<b>SCHOOL NAME &amp; CITY/TOWN WHERE LOCATED</b> (if outside of Dover)

**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> _____ <i>CIRCLE ONE:</i> <b>STAFF</b>	<b>DATES EMPLOYED or DATES OF SERVICE</b> <b>FROM:</b> _____ <b>TO:</b> _____
<b>VOLUNTEER</b>	
<b>ADDRESS:</b> _____	<b>PHONE #:</b> _____
<b>POSITION TITLE:</b> _____	<b>SUPERVISOR:</b> _____
<b>LIST ALL MAJOR DUTIES AND RESPONSIBILITIES:</b> <div style="height: 40px; border: 1px solid black;"></div>	

<b>ORGANIZATION NAME:</b> _____ <i>CIRCLE ONE:</i> <b>STAFF</b>	<b>DATES EMPLOYED or DATES OF SERVICE</b> <b>FROM:</b> _____ <b>TO:</b> _____
<b>VOLUNTEER</b>	
<b>ADDRESS:</b> _____	<b>PHONE #:</b> _____
<b>POSITION TITLE:</b> _____	<b>SUPERVISOR:</b> _____
<b>LIST ALL MAJOR DUTIES AND RESPONSIBILITIES:</b> <div style="height: 40px; border: 1px solid black;"></div>	

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**

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

**GENERAL 2026 POSITION REQUIREMENTS:** PLEASE READ ALL OF THE POSITION REQUIREMENTS BELOW AND INITIAL TO ACCEPT THESE EMPLOYMENT TERMS.

**2026 SUMMER CLUB SEASON:** camp is held on weekdays, for six-consecutive weeks.

- SESSION 1: Monday, June 22 to Friday, June 26
- SESSION 2: Monday, June 29 to Thursday, July 2\*  
\*CLOSED FRIDAY 7/3
- SESSION 3: Monday, July 6 - Friday, July 10
- SESSION 4: Monday, July 13 to Friday, July 17
- SESSION 5: Monday, July 20 to Friday, July 24
- SESSION 6: Monday, July 27 to Friday, July 31

**I UNDERSTAND THAT ALL 2026 SUMMER CLUB EMPLOYEES ARE REQUIRED TO WORK ALL SIX CAMP SESSIONS AS LISTED ABOVE, MONDAY JUNE 22nd THROUGH FRIDAY JULY 31st, 2026.** **APPLICANT INITIALS** \_\_\_\_\_

**REGULAR DAY HOURS:** Monday through Thursdays 8:30am - 12:15pm (3.75 hours)  
Fridays (and Thursday 7/2) 8:30am - 1:00pm (4.5 hours)

**OPTIONAL EXTENDED DAY HOURS:** Monday through Thursdays 12:15pm - 3:15pm (+3 hours)  
FILLED WEEKLY, ONE WEEK IN ADVANCE, ON A FIRST COME, FIRST SERVE BASIS

**I UNDERSTAND THAT ALL 2026 SUMMER CLUB EMPLOYEES ARE REQUIRED TO WORK FOR 19.5 REGULAR DAY HOURS PER-WEEK AS LISTED ABOVE, AND HAVE AN OPPORTUNITY FOR 3-12 ADDITIONAL WEEKLY HOURS IF I CHOOSE TO SIGN-UP FOR EXTENDED DAY.** **APPLICANT INITIALS** \_\_\_\_\_

Summer Club is a state licensed summer camp and staff are required to complete several mandatory training sessions in order to be employed at Dover Parks and Recreation. These trainings will be scheduled PRIOR TO MONDAY 6/22 and ARE SCHEDULED AROUND SCHOOLDTIME RESPONSIBILITIES.

Each required session is provided by Dover Parks & Recreation 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 ALL 2026 SUMMER CLUB EMPLOYEES ARE REQUIRED TO ATTEND AND PARTICIPATE IN EACH TRAINING SESSION MANDATED IN THE MA STATE SANITARY CODE, CHAPTER IV, 105 CMR 430.000: MINIMUM STANDARDS FOR RECREATIONAL CAMPS FOR CHILDREN.** **APPLICANT INITIALS** \_\_\_\_\_

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

*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 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.*

*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 2026 program schedule while maintaining 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 2026 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