



2025 KINGSTON PARKS & RECREATION SUMMER KREC KONNECT PROGRAM JOB DESCRIPTIONS *OPEN POSITIONS - COUNSELORS*

Knowledge Abilities & Skills Qualifications:

- Current CPR certification
- Ability and desire to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Ability to assist in teaching an activity
- Good character, integrity, and ability to adapt to program setting
- Enthusiasm, sense of humor, patience, and self-control

Responsible To:

Parks & Recreation Director, Recreation Office Program Administrator, Summer Program Directors

Specific Responsibilities:

- Learn the likes/dislikes of each participant
- Recognize and respond to opportunities for problem solving in the group
- Carry out established guidelines in enforcing program safety regulations
- Assist in teaching or leading an activity
- Be available **all** weeks of the program, July 7th – August 15th ; Flexibility of Shifts needed: Monday – Thursday; 8:00am – 4:30pm, or 8am – 12:30 pm, or Friday – 8:00am 12:30pm
- Be present for all training /orientation days; **Mandatory Orientation Date:** June 30th and July 1st CPR Training date, if needed.
- Assist with setting up and cleaning up for all activities
- Oversee the safety of the children participating in the program
- CPR Certified (Recreation Department to offer a certification program – if not able to go on the date offered staff is required to become certified on their own)

There is a three-tier structure for counselor positions; Lead Counselor, Senior Counselor and Counselor

Lead Counselor - Lead Counselor has had previous experience working with children in a similar camp/recreation environment. They will be required to check children in and out each day, work with Program Coordinators in coordinating their group activities, supervising other counselors in their group, and be responsible for overseeing their entire group. To record and report any injury and behavioral incident to the Summer Program Directors. Assist in maintaining open lines of communications between the participants, parents, Program Directors, and Parks & Recreation Director.

Senior Counselor - Counselor works directly with the Lead counselor in assisting with daily activities and has previous experience working and supervising children.

Counselor - Works directly with Lead Counselor and other counselors.



TOWN OF KINGSTON

Town House, 26 Evergreen Street, Kingston, Massachusetts 02364

personnel@kingstonma.gov, Fax: 781-585-0534, www.kingstonma.gov

Employment Application

The Town of Kingston recognizes the right of an individual to work and to advance on the basis of merit, ability and potential without regard to race, color, disability, religious creed, national origin or ancestry, age, military status, sexual orientation, genetic information, gender identity, gender expression, marital status, gender, or political affiliation. If you require special accommodation in order to apply for this position, please notify the Human Resources Office prior to the deadline for submitting applications.

PERSONAL INFORMATION		Date of Application: / /	
How did you hear of this position opening?			
Position Applying for & Department:		Desired Annual Salary:	
Full Name (first middle last):			
Address (street/city/state/zip):			
Home Phone:		Cell Phone:	Email Address:
Have you ever been employed with the Town of Kingston before? NO () YES ()			
Title of Position Held:		Separation Date:	
List relatives or friends who currently work for the Town of Kingston			
Name		Department	Relationship
Can you provide proof that you are eligible to work in the United States, in accordance with the Immigration Reform and Control Act? NO () YES ()			
If you are under 18 years old, can you provide required proof of your eligibility to work? NO () YES ()			
Have you applied for employment with the Town within the last 5 years? NO () YES ()			
If YES, give dates and position(s):			

REFERENCES	Provide 3 professional references who are not friends or relatives			
Name & Title	Email Address	Phone Number	Relationship	Company

EDUCATION	Highest grade completed: 5 6 7 8 9 10 11 12		College: 1 2 3 4 5 6 6+
	School (name, city, state)	Diploma/Degree	Course of Study
High School/GED			
Undergraduate			
Graduate			
Other Education			

LICENSES & CERTIFICATIONS

License Type	Expiration Date	Issuing State	License #

Indicate any specialized training you have received:

EMPLOYMENT HISTORY Please list your most recent employer first & account for any gaps	
Company:	
Full Address:	
Position:	
Start Date:	End Date: or Currently Employed? Y N
Responsibilities:	
Supervisor's Name:	
Phone Number:	EMAIL Address:
Reason for Leaving:	
May we contact your present employer? Yes No After Interview Only	

Company:	
Full Address:	
Position:	
Start Date:	End Date:
Responsibilities:	
Supervisor's Name:	
Phone Number:	EMAIL Address:
Reason for Leaving:	May we contact this employer? Yes No

Company:	
Full Address:	
Position:	
Start Date:	End Date:
Responsibilities:	
Supervisor's Name:	
Phone Number:	EMAIL Address:
Reason for Leaving:	May we contact this employer? Yes No
IF NEEDED PLEASE ATTACH ADDITIONAL SHEETS TO INCLUDE ADDITIONAL EMPLOYMENT	

CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that acceptance of this application by the Town of Kingston does not imply that I will be employed. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.

I understand that any offer of employment that I receive from the Town of Kingston is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Kingston receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.

In processing my application for employment, the Town of Kingston may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.

I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.

If employed by the Town of Kingston, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may require a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certifications(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information, and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.

It is illegal to administer a lie detector test (MGL c. 149 s 19(2)(b)).

I understand that the Town of Kingston is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My signature certifies I have read, understand, and agree with the above statement and all statements contained in this employment application.

Applicant's Signature:

Applicant Print Name:

Date:

The Town of Kingston is an Affirmative Action/Equal Opportunity Employer



Summer Staff - Krec Konnect Information Addendum

A requirement to work ~ you must be available all 6 weeks of the program, and attend the Mandatory Orientation. Dates below.

- **July 7th through August 15th – Monday to Thursday**
- **Fridays are optional but available for those interested in extra hours**
- **Mandatory Orientation - Monday, June 30th, from 9:00 AM – 3:00 PM**
 - **Location: Reed Community House - 33A Summer Street, Kingston**

Are you available to work all the dates listed above?

Circle one - Yes

No

Please mark with an 'X' the shifts you are available to work:

8:00am – 4:30 pm -

☐

8:00am – 12:00pm -

☐

Friday's 8am – 12:00pm -

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CPR Certification Required

All staff must have a valid CPR certification before starting work. A certification course will be offered by the Recreation Department on Tuesday, July 1st 9am – 12pm.

Do you currently have a valid CPR certification? (If yes, attach a copy to your application.)

Circle one: Yes / No

If you do not, you will be required to attend the CPR class provided.

Schedule Conflicts

We receive many applications and prioritize applicants who can commit to the full program. Accommodation may be able to be made for school/college related conflicts, if they cannot be rescheduled outside work hours. Make any appointments; Dr's appt's., etc. after your working hours, unless there are extenuating circumstances. With the responsibility of so many participants and staff, it is imperative that we have all staff available all days.

Do you have any schedule conflicts we should be aware of?

Circle one: Yes / No

If so, list the dates and details below:

Adult T-Shirt Size:

Circle your choice - Small

Medium

Large

XLarge

XXLarge

What interests you most about working in our summer program?

How do you think you can make a positive impact in this role?

What skills or qualities make you a great fit for this job.

What's a fun fact about you that your coworkers should know!

Applications will be accepted until positions are filled.

**Submit applications to:
Kingston Parks & Recreation Department
Attn: Susan Woodworth
Reed Community Building
33A Summer Street, Kingston, MA 02364**