

DEPARTMENT OF CONSERVATION AND RECREATION  
SEASONAL TRAINING AND EMPLOYMENT PROGRAM

APPLICANT FORM  
FOR SUMMER WORKER POSITION

Summer 2009

There is a very limited number of positions available this year

Applications due by May 1<sup>st</sup>, 2009

All applications submitted after May 1st will be reviewed on an as-needed basis

Please return applications to the Department of Conservation & Recreation

251 Causeway Street, Suite 600

Boston, MA 02114-2104

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

City/ Zip: \_\_\_\_\_

As there may be age requirements associated with some positions please circle the appropriate age: \_\_\_16 \_\_\_17 \_\_\_18 or older **\*Applicants must 18 years of age to work in a State Park.**

DATES AVAILABLE

Valid Drivers License  Y  N

Start \_\_\_\_/\_\_\_\_/\_\_\_\_ End \_\_\_\_/\_\_\_\_/\_\_\_\_ Today's Date: \_\_\_\_\_

Do you need to use public transportation to get to work?  Y  N

Location of site preferred (please rank your choices 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>):

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

Have you worked for any of the Environmental Agencies before? If so, when and in what capacity:

\_\_\_\_\_  
\_\_\_\_\_

Please list job, employer and address of other related-work experience:

\_\_\_\_\_  
\_\_\_\_\_

Please list languages written or spoken:

\_\_\_\_\_

Applicant's Signature

**Optional** Information (please check as appropriate):

Male  
 Female

White  Asian  
 American Indian / Alaskan Native

Hispanic  Black  
 Other

Reference #1:

Phone Number:

Reference #2:

Phone Number:

For questions please contact DCR at 617-626-1390

## **SUMMER WORKER**

### Seasonal Position Description

The Summer Worker cleans and maintains recreation facilities in parks, recreation areas, pools, reservations and other DCR areas.

#### **Example of Work:**

1. Cleaning of floors, walls, toilets, sinks, partitions and other interior and exterior surfaces.
2. Maintaining grounds and landscapes by mowing, fertilizing, trash collection, aerating, weeding, raking leaves and watering lawns, shrubs and flowers.
3. Greeting and serving the public.
4. Assist in recording attendance, providing information and registering campers.
5. Assist in directing parking areas and collecting fees.
6. Perform other related duties as required.

#### **Required Knowledge, Skills and Abilities**

1. Skill to use small hand held tools such as rakes, brooms, shovels, hammers, pliers, saws, screwdrivers, wrenches, etc.
2. Ability to use office equipment such as typewriters, calculators, computers, etc.
3. Ability to operate a lawnmower.
4. Ability to follow oral and written instructions.
5. Ability to work in a team setting.

#### **Working Conditions:**

Summer workers may be required to work outdoors in all types of weather; lift and carry heavy objects, work with cleaning agents; work varied shifts and/or irregular hours; and stand for prolonged periods of time.

The above describes the primary job functions and are not to be considered a detailed description of every duty of the job.