



2022 Internship Program Opportunities

Applications can now be done online through the following link:

<https://forms.gle/ZDqVNk27tnoLdqvd6>

*If you prefer to fill it out by hand, please scan and email the finished application
to recreation@burlington.org*

Town of Burlington Parks and Recreation Department

61 Center Street, Burlington, MA, 01803

(781)270-1695

recreation@burlington.org

www.burlingtonrecreation.org

 BurlingtonRecreation

 Burlington_Rec

 burlington_recreation

The following are open internship positions for the 2022 calendar year. You will find a brief description of job qualifications, duties, starting pay rate, and time frame of employment. New applications are being accepted starting February 11, and the application process will be closed once all positions are filled.

The duties listed below are intended only as illustrations of the various types of work that may be performed. These internship descriptions do not constitute an employment agreement between the employer and the intern and are subject to change by the employer as the needs of the employer and requirements of the internship change.

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of these internships, the intern occasionally works in outside weather conditions. The noise level in the work environment is usually quiet while in the office, or moderately noisy while in the field.

General qualifications and expectations pertaining to all Burlington Parks and Recreation Employees and Interns:

1. Applicant must be at least 16 years old at time of hire.
2. All employees must be CPR, First Aid, and Epi Pen certified. Additional certifications may be required. Certifications can be acquired after date of hire.
3. All employees are required to have a Massachusetts Criminal Background Check done.
4. The employee must occasionally lift and/or move up to forty (40) pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.
5. All employees will demonstrate knowledge of Parks and Recreation Department policies and procedures.
6. All employees will maintain a high level of dependability, responsibility and customer service.
7. All employees are expected to demonstrate a high level professionalism and represent the Town of Burlington and the Burlington Parks and Recreation Department appropriately both on the job and off.

Marketing and Communications Internship Program

Salary: \$15.75 per hour

Dates of Position: Determined upon hiring

Schedule: Monday through Friday, 18 - 20 hours/week, typically 8:30 – 11:30 am however hours may vary. Hours are somewhat flexible with some nights and weekend hours for special events and programs.

Overview

Burlington Parks & Recreation Department seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a municipality. Will work under the direct supervision of the department staff.

Qualifications

1. Firm grasp of available tools and platforms in the social media space.
2. Completion or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations).
3. Previous internship or related experience in marketing or communications is a plus
4. Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus.
5. An effective communicator, both written and oral.
6. Ability to communicate in a professional manner with press and community contacts
7. Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
8. Enthusiasm for the mission of the Burlington Parks & Recreation Department and the families we serve.

Duties and Responsibilities

1. Update and maintain Burlington Parks & Recreation Department's social media presence, including scheduling Facebook and Instagram updates.
2. Draft, distribute and pitch news releases, media alerts and other stories.
3. Designing flyers, graphics, e-vites and other marketing material for major events hosted by Burlington Parks & Recreation Department.
4. Update the Burlington Parks & Recreation Department website as needed.
5. Collaborate with staff on new ideas, directions, and venues for marketing and communications.

Therapeutic Recreation Internship Program

Salary: \$15.75 (paid for program hours only)

Dates of Position: Determined upon hiring

Schedule: Monday through Friday, 40 hours/week, typically 8:30 – 4:30 pm however hours may vary. Hours are somewhat flexible with some nights and weekend hours for special events and programs.

Overview

Assist in performing a variety of complex professional and administrative work in planning, developing, organizing, scheduling, directing and implementing accessible recreational, social and cultural programs for all ages and abilities. Will work under the direct supervision of the department's Therapeutic Recreation Specialist.

Qualifications

1. Valid driver's license
2. Must be a student from an accredited college or university in Therapeutic Recreation and planning to become a Certified Therapeutic Recreation Specialist (CTRS)
3. Skill with personal computer including: word processing, excel spreadsheets, PowerPoint, copy and fax machine
4. Ability to learn and use recreational software used by the department
5. CORI/SORI checks to be conducted
6. Handle with Care, Epi Pen, First Aid, AED and Adult, Child and Infant CPR certifications required (will train if needed)
7. Must have reliable transportation

Essential Duties and Responsibilities

1. Assists in developing specialized programs, inclusion opportunities, and special events.
2. Facilitates and registers participants for all recreation-sponsored activities.
3. Aids in the development and coordination of new and innovative programs for the department.
4. Assists in the implementation of specialized programs including developing program and equipment modification recommendations as deemed necessary.
5. Conducts participant in-take assessments and/or interviews using the information to develop program plans when appropriate.
6. Assures adequate quality control during all recreational-sponsored activities.
7. Completes necessary documentation including, but not limited to, program reports and daily and weekly participant observations and progress reports
8. Assists staff in the performance of their duties as required by the Therapeutic Recreation Specialist.
9. Reviews program areas and implements changes with permission of the Therapeutic Recreation Specialist.

Internship Requirements and Assignments

1. Weekly Reports

- (a) Weekly reports are a type of self assessment for the intern. They are to be a discussion of the week's activities. Each section is to be addressed in-depth since these sections assist the intern in processing their own problem solving and time management skill development. Each weekly report is due on the Thursday following the week discussed in the report.

2. Mid-Term and Final Evaluations

- (b) The intern's supervisor completes both of these evaluations and then discusses them with the intern. The mid-term evaluation will be completed at approximately the half-way point of the internship (completion of half of the required internship hours). The final evaluation is completed at the start of the last week of the internship.

3. Program/Event Development, Implementation and Evaluation

- (c) The student shall take responsibility for the planning, supervision, implementation and evaluation of various program and events.

Recreation Programming Internship Program

Salary: Stipend possible, negotiable based on experience

Dates of Position: Determined upon hiring

Schedule: Monday through Friday, 35 hours/week, typically 8:30 – 4:30 pm however hours may vary. Hours are somewhat flexible with some nights and weekend hours for special events and programs.

Overview

Assist in performing a variety of complex professional and administrative work in planning, developing, organizing, scheduling, directing and implementing comprehensive recreational, social and cultural programs for all ages. Will work under the direct supervision of the department staff.

Qualifications

1. Valid driver's license.
2. Completion of 2 years or more of college in recreation, education, childhood development or other related field preferred.
3. Skill with personal computer including: word processing, excel spreadsheets, PowerPoint, copy and fax machine.
4. Ability to learn and use recreational software used by the department.
5. Ability to properly handle money and keep records of monies taken into the department.
6. First Aid, AED and Adult, Child and Infant CPR certifications required (will train if needed).
7. Must have reliable transportation.

Internship Program Objectives

1. Apply in practice the knowledge and skills acquired in the academic setting
2. Gain knowledge of particular leisure service delivery systems and their relationships to other service delivery systems
3. Test and enhance leadership and basic supervisory skills
4. Become familiar with the leisure needs and interests of individuals and groups, including groups with varying abilities
5. Function as recreation professionals and articulate professional philosophies and attitudes for the delivery of recreation and leisure services
6. Refine oral and written communication skills
7. Enhance critical thinking and analytic skills
8. Utilize and refine problem solving skills
9. Apply and enhance technological competence

Essential Duties and Responsibilities

1. Assists in developing program schedules, tournaments, and special events.
2. Facilitates and registers participants for all recreation-sponsored activities.

3. Aids in the development and coordination of new and innovative programs for the department.
4. Assists in the planning and implementation of comprehensive programs, i.e. researching and booking various field trips and activities, determining and obtaining needed supplies, and researching and implementing appropriate fees.
5. Assists the departmental staff with tracking monies received and refunded.
6. Assures adequate quality control during special-events and all recreational-sponsored activities.
7. Assists staff in the performance of their duties as required by the director.
8. Reviews program areas and implements changes with permission of the director.

Peripheral Duties and Responsibilities

1. Performs a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies as needed, making arrangements for rental and use of recreation buildings, and helping set up for classes and events.
2. Assists in the registration of program participants.
3. Scheduling facility usage and processing program registrations.

Internship Requirements and Assignments

1. Weekly Reports

- (d) Weekly reports are a type of self assessment for the intern. They are to be a discussion of the week's activities. Each section is to be addressed in-depth since these sections assist the intern in processing their own problem solving and time management skill development. Each weekly report is due on the Thursday following the week discussed in the report.

2. Mid-Term and Final Evaluations

- (e) The intern's supervisor completes both of these evaluations and then discusses them with the intern. The mid-term evaluation will be completed at approximately the half-way point of the internship (completion of half of the required internship hours). The final evaluation is completed at the start of the last week of the internship.

3. Program/Event Development, Implementation and Evaluation

- (f) The student shall take responsibility for the planning, supervision, implementation and evaluation of various program and events.



TOWN OF BURLINGTON

Human Resources Department

29 CENTER STREET, BURLINGTON, MA 01803

www.burlington.org

Application for Employment

The Town of Burlington is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, marital or veteran status, national origin, sex, age, disability, sexual orientation or any other class protected by federal, state or local law.

Please PRINT - application must be filled out COMPLETELY

Date of Application: ____/____/____

PERSONAL INFORMATION	
Name (Last, First, Middle):	
Current Address (Street):	
City, State, Zip Code:	
Mailing Address, if different:	
Telephone (Primary):	Telephone (Alternate):
Preferred Phone: <input type="checkbox"/> Primary <input type="checkbox"/> Alternate	
Email Address:	
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (proof of citizenship or immigration status will be required upon employment)	
If you are under 18 years of age, can you provide proof of eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, are you able to perform the essential job functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT DESIRED	
Position Applying For:	Date Available:
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Evenings/Weekends <input type="checkbox"/> Temporary/Seasonal	
Are you able to work overtime on evenings, weekends, and holidays if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you hear about the position?	
Have you ever been an employee of the Town of Burlington? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give dates? From: ____/____/____ To: ____/____/____	
For which department?	What position?

EMPLOYMENT EXPERIENCE

Please start with your present or last job. Include any job related military and/or volunteer assignments. This section must be completed in full. Please do NOT respond "see resume".

Company Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Supervisor:
Dates Employed (Mo/Yr): From: ____/____ To: ____/____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (# hours/week _____)
Description of Duties:	
Reason for Leaving or seeking other employment:	

Company Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Supervisor:
Dates Employed (Mo/Yr): From: ____/____ To: ____/____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (# hours/week _____)
Description of Duties:	
Reason for Leaving or seeking other employment:	

Company Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Supervisor:
Dates Employed (Mo/Yr): From: ____/____ To: ____/____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (# hours/week _____)
Description of Duties:	
Reason for Leaving or seeking other employment:	

EDUCATION			
SCHOOL	NAME AND LOCATION	COMPLETED?	DEGREE EARNED
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any specialized training, coursework or apprenticeships

List professional, trade, business or civic activities and offices held

SPECIAL SKILLS AND OTHER QUALIFICATIONS

Please select the skills that are relevant to the position desired

<input type="checkbox"/> Microsoft Word	or <input type="checkbox"/> Other word processing software (<i>Specify</i>): _____
<input type="checkbox"/> Microsoft Excel	or <input type="checkbox"/> Other spreadsheet software (<i>Specify</i>): _____
<input type="checkbox"/> Microsoft PowerPoint	or <input type="checkbox"/> Other presentation software (<i>Specify</i>): _____
<input type="checkbox"/> Microsoft Access	or <input type="checkbox"/> Other database software (<i>Specify</i>): _____
<input type="checkbox"/> Other Technology	
<input type="checkbox"/> Typing Speed (<i>Words per minute</i>): _____	
<input type="checkbox"/> Foreign Languages (<i>Specify</i>): _____	
Please list any other skills or abilities you feel relevant _____	

LICENSES

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration date: _____	
What class of license do you possess? (check all that apply)	<input type="checkbox"/> Class D Expiration date: _____ <input type="checkbox"/> CDL A Expiration date: _____ <input type="checkbox"/> CDL B Expiration date: _____ <input type="checkbox"/> CDL C Expiration date: _____
Do you have any of the following licenses? (check all that apply)	<input type="checkbox"/> Hoisting <input type="checkbox"/> Playground Safety Certification <input type="checkbox"/> Pesticide <input type="checkbox"/> Certified Pool Operator
Do you have any of the following Water Distribution licenses? (check all that apply)	<input type="checkbox"/> D-1 <input type="checkbox"/> D-2 <input type="checkbox"/> D-3
Do you have any of the following Water Treatment licenses? (check all that apply)	<input type="checkbox"/> T-1 <input type="checkbox"/> T-2 <input type="checkbox"/> T-3
Have you ever had your license or driving privileges revoked, suspended, or placed on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please explain. Include when, where and what action was taken: <i>Do not list losses of licenses resulting from convictions of misdemeanors within the last 5 years or resulting from first convictions of simple assault, drunkenness, speeding, minor traffic violations, affray or disturbance of the peace.</i> _____ _____ _____	

OTHER INFORMATION

Name of friends and/or relatives employed by the Town of Burlington:

Name:	Relationship:
Name:	Relationship:

REFERENCES

Please list (3) three professional and/or business references only

Full Name:	Relationship:
Company:	Phone:
Full Name:	Relationship:
Company:	Phone:
Full Name:	Relationship:
Company:	Phone:

APPLICANT'S STATEMENT

I acknowledge that the information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Burlington to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Burlington any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Burlington's use only.

I hereby voluntarily release, discharge and exonerate the Town of Burlington, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Burlington.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require. In the event of my employment with the Town of Burlington, I will comply with all rules, regulations, and policies set forth in the Town of Burlington's Personnel Rules & Regulations or other communications distributed by the Town of Burlington.

I agree to sign a Criminal Offender Record Information Release form and further authorize the Town of Burlington to conduct background checks that they deem necessary for evaluating your application for employment, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit reporting Act. If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I understand that employment with the Town of Burlington is "at will" which means that either you or the Town of Burlington can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute or agreement. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Town of Burlington has any authority to alter the foregoing.

Signature of Applicant

Date

Voluntary Affirmative Action Request Form

The Town of Burlington, as part of its commitment to Affirmative Action/Equal Employment Opportunity policies, invites you to provide the following information. The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel and is used to further the Town's Affirmative Action/Equal Employment Opportunity policies. Your cooperation is appreciated.

Date: ____/____/____

Name (Last, First, Middle):

Position Applied For:

Gender: ☐ Male ☐ Female

Ethnic Origin:

- ☐ White (Not Hispanic or Latino)
- ☐ Black (Not Hispanic or Latino)
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaskan Native
- ☐ Other (*Please Specify*): _____

Veteran Status:

- ☐ Veteran
- ☐ Disabled Veteran
- ☐ Vietnam Era