



TOWN OF JAMESTOWN SEASONAL POSITIONS

Applicant Name _____

Welcome to the Town of Jamestown Seasonal Employment Application

Below please rank ***only*** the positions that you are interested in applying to, with **#1** being first choice. Read each description carefully, making note of shifts required, pay rate and required qualifications. Once ranked, please continue to complete the job application.

_____ **Community Service Officer/Ranger: Can include weekend and evening shifts.**

Responsible for aiding citizens requesting assistance or information, being alert for conditions that endanger public safety, providing security and traffic control, patrolling the campground, and enforcing parking ordinances. Must be 18 years or older.

_____ **Beach Manager: Days shift /can include weekends & holidays.**

The Town of Jamestown is looking for responsible and enthusiastic Beach Managers for Mackerel Cove beach, requiring candidates to be 18+ with full availability from June 17th to Labor Day. The role entails overseeing beach operations, ensuring visitor safety, and assisting patrons. Pay range \$15-\$17/hr.

_____ **Lifeguard: Day shift/ can include weekends & holidays.**

Responsible for the general supervision and safety of patrons at Mackerel Cove Beach by preventing & responding to emergencies. Lifeguards are superior swimmers who are able to give advice on water safety to patrons, conduct swift water rescues and control unruly behavior if necessary. Must possess lifeguard certification from the American Red Cross which includes CPR and First Aid; Must possess RIDEM Surf Certification Ages 16+ Pay rate \$17/hr.

_____ **Camp Counselor: Monday-Friday/Days.**

Responsible for the general supervision and safety of camp participants at the Jamestown Summer Camp. Supervises campers and ensures their safety, development, growth, skill achievement and general well-being. Ages 16+ Pay range: \$14.50-\$15.50/hr.

_____ **Gate Attendant (Ft. Getty)- Can include weekend and evening shifts.**

Responsible for park admission by visitors, campers, and residents to the Fort Getty Campground/Pavilion facility. The role requires a detail-oriented individual with excellent customer service skills to collaborate with park rangers and other team members in ensuring proper admission procedures and adherence to park guidelines. Ages 18+ Pay rate \$15/hr.

_____ **Park Ranger (Ft. Getty): Day & Evening Shifts /can include weekends.** Responsible for enforcing Fort Getty Park rules and regulations to ensure visitor safety and respond to emergent and non-emergent situations as required. Ages 18+ Pay rate: \$16-\$17/hr.



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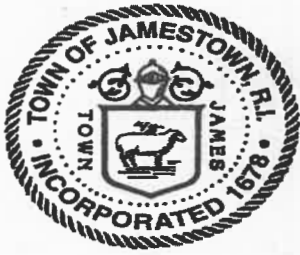
_____ **Litter Crew: Days can vary/Day shift**– The Town of Jamestown is seeking environmentally conscious youths aged 14-17 for our Youth Litter Team, working from July 1st to September 6th to help keep our community clean and beautiful. This seasonal position involves participating in litter collection efforts in various locations, offering a unique opportunity to contribute to environmental conservation. Pay is \$14/hour

_____ **Seasonal Maintenance Staff** - Perform various maintenance duties to keep the park facilities in good condition. Ages 16+, Season May - October.

_____ **Administrative Assistant** (Seasonal-Part-time) Performs clerical duties as required for Parks & recreation Department. Ages 18+, April - September

_____ **Harbor Master Asst. : Days and shifts can vary.**
This individual has the overall responsibility to patrol the waterways of the town and also serves as the front-line ambassador for the town on matters related to on the water activities. As such they will have certain responsibility to maintain the safety and security of those waterways to ensure the general well-being of those persons who enjoy their use.

_____ **Harbor Intern: Days and shifts can vary.**
The position of Harbor Intern is to support the Harbor Master and Harbor Executive Director during efforts to enforce the State Laws and Local Ordinances pertaining to the operation of boats and moorings in Jamestown waters, and the maintenance of equipment and facilities related to the Harbormaster operations.



APPLICATION FOR EMPLOYMENT

The Town of Jamestown is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. We participate in the Workers' Compensation System.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name	
Street	City	State	Zip Code
Telephone Number(s)			

If you are under 18 years of age, can you provide required proof of your eligibility to work?	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever filed an application with us before?	<input type="checkbox"/>	<input type="checkbox"/>	
	If yes, give date _____		
Have you ever been employed with us before?	<input type="checkbox"/>	<input type="checkbox"/>	
	If yes, give date _____		
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>	
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?			
<i>Proof of citizenship or immigration status will be required upon employment</i>	<input type="checkbox"/>	<input type="checkbox"/>	
On what date would you be available for work?			_____
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you travel if a job requires it?	<input type="checkbox"/>	<input type="checkbox"/>	

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		WORKED PERFORMED
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Reason for Leaving			
2.	Employer	Dates Employed		WORKED PERFORMED
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Reason for Leaving			
3.	Employer	Dates Employed		WORKED PERFORMED
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Reason for Leaving			
4.	Employer	Dates Employed		WORKED PERFORMED
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

EDUCATION

	Elementary					High				Graduate/ Professional			
School Name													
Years Completed/Degree	4	5	6	7	8	9	10	11	12	1	2	3	4
Diploma/Degree													
Describe Course of Study:													
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities													

Honors Received: State any additional information you feel may be helpful to us in considering your application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date