



City of Saco, Maine

Parks & Recreation Department
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2010 Saco Recreation Perspective Employee Timeline Summer Camp Jobs

March 2010 – Letter to returning employees for early hiring for specific positions

March 29, 2010 to April 30, 2010 – Begin to accept applications for all summer positions

May 4, 2010 – Perspective Employee Information Night 7:00 PM Saco Community Center

Review Camp Structure

Job Descriptions

Expectations

Because of the large number of application we will receive for these positions not everyone will be interviewed. We will select a first round of interviews and if positions remain after that round then a second round will be scheduled. If all positions are filled then no other interviews will be granted.

May 12, 2010 – May 14, 2010 – Interviews at Saco Community Center

Week May 17th – Letters Mailed with offers

Week May 24th – Acceptance Due with Paperwork Complete

June 1, 2010 – June 3, 2010 – Leadership Orientation – Evenings – All Directors & Leaders with occasional Head Senior Counselors needed

June 12, 2010 – First Aid/ CPR Epi-pen and Inhaler Training – All Directors, Leaders and Head Senior Counselors MUST attend this training. It will be from 8:00 AM until 5:00 PM

June 21, 2010 – June 25, 2010 – Orientation All Employees – Times to be announced. Early Afternoon to Evening hours. Please do not schedule time off during this period. It is important that all summer staff is present for this orientation. Please check for all college orientations and family vacations during this time.

It is the expectation of the Saco Parks & Recreation Department that this is your primary job. If you have a second job you will need to schedule that job around our schedule. You can be scheduled to work on summer camp anytime between the hours of 7:15 AM to 5:45 PM each day depending on your position and the camp you will be working. There is no guarantee of shift time needed. If you need to be at a second job by 5:00 PM we will not be able to guarantee you will have an earlier shift. Each employee will be asked to work various shifts as needed.*

**Does not pertain to Sandbox Summer Day Camp – Hours are 8:30 AM to Noon Monday – Thursday.*