



CITY OF NEWBURYPORT RECREATION AND YOUTH SERVICES

I, _____, accept the position of _____ with Newburyport Youth Services as outlined above.

I would like this size staff t-shirt: S M L XL XXL XXXL

Coaches and Student Coaches will receive 1 shirt. All other staff will receive 2.

Shirt #1 preference T-Shirt Tank Top

Shirt #2 preference T-Shirt Tank Top

Required Training- Please initial each date you will attend. The mandatory orientation schedule is as follows:

The **mandatory orientation** schedule is as follows. Please dress comfortably every day!

Tuesday, June 24th 10am-1pm – Site Coordinators, Head Rec Leaders and New Rec Staff

Wednesday, June 25th 8:30am-2pm – All Staff – **Coaches and Student Coaches 8:30am-12pm**

Thursday, June 26th 8:30am-2pm – All Staff 2pm: Summer: Meet & Greet at Clipper and Aces

Friday, June 27th 8am-3pm Training and Site set up *if needed* (8am-3pm CPR & 1st Aid Tests)

We are asking all staff to help at a NYS Summer event, these are paid hours: Please let us know which event you can work at.

- Bed Race Thursday, July 31st (5-7pm)
- Yankee Homecoming Parade Sunday, Aug 3rd 11am-2pm

Additional meetings/trainings/parties:

Tuesday, July 15th: *Mandatory Staff Meeting for all Rec Staff (not Coaches), 3:30-4:30pm*

*If you need CPR or 1st Aid training, please circle what you need:

CPR 1st AID BOTH

(If you have a valid certification, please provide us with a copy.)

New Staff: You will need to schedule time with Human Resources/ Payroll (HR) to complete your paperwork. The Concussion Certificate needs to be brought to NYS not to HR.

All Staff: You must download the “When I Work” app- create an account, turn on ALL notifications and please put in on your home screen. This is for your time sheets, schedule and group messages.

I am requesting the following dates off(Please note that these are not guaranteed) : _____

Signature

Date

Email

Cell Number