



# 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!

Thursday, June 25<sup>th</sup>    10am-11:30am Coordinators; 12pm-5:30pm All Staff

Friday, June 26<sup>th</sup>    8:30am-2pm All Staff

Saturday, June 27<sup>th</sup>    8am-3pm CPR & 1<sup>st</sup> Aid Tests (if you need it)

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.

- World Cup Soccer Viewing Party (Date TBD)
- Wednesday, June 24<sup>th</sup> (5-8pm) Time Capsule Party (senior staff only)
- Bed Race Thursday, July 30<sup>th</sup> (5-7pm)
- Yankee Homecoming Parade Sunday, Aug 2<sup>nd</sup> (11am-2pm)

\*If you need CPR or 1<sup>st</sup> Aid training, please circle what you need:

CPR                    1<sup>st</sup> 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