



January 26, 2019

**To:** Returning Seasonal Applicants  
**From:** Peter Centola, Director of Recreation  
**Subject:** Returning Seasonal Employment Procedures

The Watertown Recreation Department is now accepting applications for the following positions for the 2019 calendar year. This includes, but is not limited to: Program Directors, Program Supervisors, Program Staff, Program Counselors, Pequossette Nurse, Counselor in Training, Specialists, Pequossette Staff, Park Instructors, and Park Rangers.

For all **returning** applicants, the following documentation **must** be completed and returned to the Watertown Recreation Department by Monday, February 11, 2019.

These instructions are for all active staff, even those who have been working throughout the year. We have made this year's process for employment for returnees less cumbersome.

- Cover Letter (Word Document)
- Current Resume (Word Document)
- All returning seasonal employees must provide documentation for First Aid, AED and CPR
- Please let the department know if there are any changes in your tax liability or direct deposit.
- All applicants will also complete CORI and SORI forms and other documents as part of the application process. Please do not worry about it at this time.

The positions will be open until filled and candidates must be available to work on the days and times required of the position, and follow all directives, policies and procedures identified by the Department of Recreation.

Completing and submitting the application materials does not constitute an employment offer.

If you do not plan on returning this upcoming year, please send an email to Peter Centola, Director of Recreation at [pcentola@watertown-ma.gov](mailto:pcentola@watertown-ma.gov) stating your resignation.

Most positions will be filled by Monday, April 1, 2019 or sooner.

**I would prefer the documents as a word, PDF or scanned format.**

Send all correspondence to:

Peter Centola, Director of Recreation  
Administration Building  
149 Main Street  
Watertown, MA 02472

For more information, please contact the Watertown Recreation Department at 617-972-6494 or email [pcentola@watertown-ma.gov](mailto:pcentola@watertown-ma.gov).

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**