

CITY OF STAMFORD

The City of Stamford Office of Operations is accepting applications for

Part Time – Park Events Coordinator

Salary: \$30.00 per hour, up to 19 hours a week

Job Summary: Under the general direction of the Director of Operations or their designee, the Parks Events Coordinator is responsible for the development, planning and coordination of environmental sustainability initiatives in our parks.

Responsibilities:

- Develop and maintain a proficient volunteer program in support of the Parks & Recreation department aimed at engaging residents and businesses in beatification and environmentally sustainable projects.
- Oversee the scheduling and supervision of volunteers.
- Plan for innovative sustainability opportunities through special events.
- Support the Mayor’s Office with the promotion and marketing of special events.
- Collaborate with community agencies to engage volunteers and sponsors in various park initiatives.
- Assist the Parks & Recreation department with grant research and writing.

Minimum Qualifications:

- Minimum of 1-2 years of relatable experience.
- Advanced Microsoft Office skills.
- Occasional night and weekends and evenings required.

Special Requirement: At time of appointment, possession of a valid motor vehicle operator’s license.

Knowledge, Skills, and Abilities:

- Highly organized, detail-oriented, and able to multitask.
- Excellent written and verbal communication skills.
- Knowledge of and passion for sustainability.
- Knowledge of grant writing and community fundraising.
- Ability to prioritize, meet deadlines and work cross departmentally.
- Ability to work with individuals from diverse backgrounds.

Benefits:

- Position not eligible for benefits.

Interested Candidates should submit an application to HrRecruiting@stamfordct.gov please include Part Time – Park Event Coordinator, Operations Department in the subject line.

RECORD OF EDUCATION

| <i>TYPE OF SCHOOL</i> | <i>NAME OF SCHOOL AND CITY/STATE</i> | <i>DATES ATTENDED</i> | <i>COURSE OF STUDY (Major/Minor)</i> | <i>GRADUATED (Yes/No)</i> | <i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i> |
|------------------------------|--------------------------------------|-----------------------|--------------------------------------|---------------------------|--|
| <i>HIGH SCHOOL</i> | | | | | |
| <i>COLLEGE OR UNIVERSITY</i> | | | | | |
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| <i>COLLEGE OR UNIVERSITY</i> | | | | | |

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below ALL present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

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From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer? Yes No
- B. Your present employer? Yes No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

| Race/Ethnic Identification (Please check one) | |
|--|---|
| American Indian or Alaska Native <input type="checkbox"/> | All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. |
| Asian <input type="checkbox"/> | All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Black or African American <input type="checkbox"/> | (Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa. |
| Hispanic or Latino <input type="checkbox"/> | <input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race. |
| Native Hawaiian or Other Pacific Islander <input type="checkbox"/> | All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands. |
| White <input type="checkbox"/> | (Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America. |
| Other <input type="checkbox"/> | Please Specify: _____ |

| Job Classification |
|--|
| _____ |
| Please write the title of the position for which you are applying in the box above, using the title of Job Announcement. |

| Gender | |
|--------|--------------------------|
| Female | <input type="checkbox"/> |
| Male | <input type="checkbox"/> |

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Stamford Advocate | <input type="checkbox"/> Human Resources Division Bulletin Board |
| <input type="checkbox"/> Other newspaper: Please give name _____ | <input type="checkbox"/> Community Agency Please give name _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Professional journal _____ |
| <input type="checkbox"/> Internet Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |