



## SALISBURY SUMMER JOB PROGRAM – 2025

### General Description of Program

The Summer Job Program is a service provided by the Town of Salisbury for its youth, funded by private donations and the Town of Salisbury itself. This opportunity typically serves as the young person's first formal job experience. The director reviews the applications with site managers to agree on job placements. The goal is to match each applicant with the most suitable job available. Applicants must be fourteen or fifteen, some sixteen-year-olds if they have worked in the program in the past year, and residents of Salisbury or Lakeville. Placement is based on demonstrated good character, commitment to the program, and available funding. This program requires a commitment from Monday, June 23, to Friday, August 8. Participants may work up to twenty hours a week, depending on their age and needs. All employees must complete accurate time sheets. **Payments will be made via direct deposit.** Each participant will be visited at their job site and evaluated on job performance. These positions represent a serious commitment, and exemplary behavior is expected at all times.

Morning positions at Extras (9:00-1:00)

Afternoon positions at Extras (1:00-5:00)

Morning positions for Salisbury Central Maintenance (8:00-12:00)

Morning/Afternoon positions at the Town Grove (grounds work) (8:30-12:30) or (12:30-4:30)

Recreation programs have their schedule. All rec. Sites you must have some knowledge. This program may be mixed with duties to help around the grove in other areas and programs.

Swimming

Boating, Sailing, Kayaking

Tennis

Possible other assignments may be provided to fulfill your hours within the recreation program.

Transfer Station – Shifts 8:00 AM to 12:00 PM and 12:00 PM to 4:00 PM – Mondays, Tuesdays, Thursdays, and Fridays. (Optional Saturdays) These hours can be adjusted to accommodate your needs if necessary.

Historical Society & SAHS (one must have an interest in History). (This program's hours and days tend to vary.)

Please see the attached information.

Please also note that applicants for Extras will have to provide a copy of a recent physical, as required by the State of CT. If you are 16 or older, you will need to be fingerprinted. Extras will have the necessary form.

**SOCIAL SECURITY CARD (will be needed at time of hire)**

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#### DROP OFF, MAIL, OR EMAIL APPLICATION TO:

**Mrs. Pat Stevens**

pstevens@salisburycentral.org

Salisbury Central School

P.O. Box 1808

45 Lincoln City Rd.

Lakeville, CT 06039

If dropping off applications, please have the application in an envelope marked Attn: Pat Stevens and Summer Work Program. You will need to leave it in our vestibule in the upper building. I will be at work, therefore, I am sorry but I will not be able to answer questions at that time.

**Note: Each Application must be filled out in full and signed by you and a parent.**

**This is a commitment of at least five weeks of this 7-week program.** If you are not able to commit, please do not apply. Full-time resident students get preference. Deadline for applications is May 31, 2025

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**SUMMER JOB PROGRAM 2025**

**NAME** \_\_\_\_\_

**SCHOOL NOW ATTENDING** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**PHONE#** \_\_\_\_\_ **E MAIL ADDRESS** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_ **AGE** \_\_\_\_\_

**TYPE OF JOB DESIRED** \_\_\_\_\_

**PERSON TO CONTACT IN CASE OF EMERGENCY**

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY PHONE #** \_\_\_\_\_

\_\_\_\_\_

**Only apply if you can work at least four/five weeks of this program:** \_\_\_\_\_  
**Those who can work the full program and are in good standing will be first considered.**

**DATES NOT ABLE TO WORK:**

\_\_\_\_\_

**For those who have not worked in the program before, please include one written reference from school or a non-family member. This reference can be received after you apply, but will not be processed till the reference has been received.**

**Signature of Applicant** \_\_\_\_\_

**Signature of Parent** \_\_\_\_\_

## Job Description for 2025 Summer Youth Position with SAHS

The Salisbury Association Historical Society (SAHS) and the Salisbury Town Historian are seeking help with the preservation and celebration of town history. We hope to hire one or two people from the Salisbury Youth Jobs Program for this purpose. The locations for this work will be the Academy Building in Salisbury and the Scoville Memorial Library. The primary supervisor for this position will be SA Executive Assistant and Town Historian Lou Bucceri. Tasks will include, but are not limited to:

Add historic photographs to the Salisbury Association's collection by helping to scan them

Learn about what is pictured in the photos and add the information to the photos' electronic files

Assist with the effort to make the photos available online

Assist with the Historical Society's efforts to use social media and help instruct others on how to use it

Help review and organize historical documents and records about Salisbury

Assist with research on subjects related to town history in preparation for America250