

# DOWNUNDER KAYAKING

## Employment Application 2010

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**This form may be filled in by hand or digitally. If by hand, extend your answers to the back side of the pages. If digital, answers go right after questions.**

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Your Cell \_\_\_\_\_ Home Phone \_\_\_\_\_

Alternate e.g. parent. Name \_\_\_\_\_ Cell \_\_\_\_\_

Email address: \_\_\_\_\_

Social Security # \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **GENERAL INFORMATION**

Downunder store opens Mothers Day weekend. Kayaking usually Memorial Day weekend, dependent on water and air temperature. Staff are needed during the day and weekends from May through September. Seasonal staff are expected to be available all June, July and August.

Retail hours are weekdays 9-6, Thursdays 9-8, weekends and holidays 8-6. Dock staff are primarily needed on weekends. Most dock staff are guides as well, and work during the week assisting in the children's camp program, birthday parties, corporate events.

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### **AVAILABILITY:**

Date available to start: \_\_\_\_\_ through \_\_\_\_\_

**Weekly:** All the time! \_\_\_\_\_ Just Weekends \_\_\_\_\_ Just Weekdays \_\_\_\_\_ As needed: \_\_\_\_\_

Other: \_\_\_\_\_

**Unavailable:** Specific Dates/times etc.

Preference will be given to applicants that are fully available over the summer and have the most flexibility. Staff are expected to work public holidays – these are our busiest times – and to recognize that vacations are not acceptable. For the right candidates we will be flexible.

### **POSITION(S)**

Please indicate what position(s) you are applying for: \_\_\_\_\_

*(Store, Dock, Guide, Instructor – see descriptions/criteria on following pages)*

New staff are paid minimum wage, which may increase based on performance. Rates are based on age and experience.

**GENERAL QUESTIONS:**

How did you hear of this opening? \_\_\_\_\_

**EXPERIENCE:**

Briefly, tell us why you're interested in this job and what relative experience you have. If you are considered for employment we will need more detailed information including reference names and numbers.

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**EDUCATION**

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

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Attach additional information if necessary.

## DESCRIPTIONS

### **Store Staff:**

Open/close store; process purchases; cash register; credit card machine; keep inventory well stocked, tidy and clean; take phone reservations; keep log sheet up to date; greet customers; soft sell products; recommend comfort items (water, hats, croakies, kayaking clothes, chapstick, suntan lotion); assist with forms; answer questions, know area and kayaking details; direct to bathrooms; check clients back in; process transactions; enter data into filemaker program; file forms; balance register; assist dock staff as needed. This is a very fun and exciting position that can include outside time assisting with kayaks. Ideal candidates will be confident handling money, selling and have cash register experience. Store staff also work the dock during the week (see below) – so need to be strong!

### **Kayak / Dock Staff:**

Prepare kayaks and gear; get specialty gear ready as needed – guides, kids program, birthday parties; receive and outfit clients; check and help load any gear they have; offer instruction; give information on weather and tides; offer suggestions for outings; charts if they want them; match them to the right size of kayak, paddle and lifejacket; assist into kayak; check for stability; remind re boat channel and push off. When kayakers return assist out of kayak; move gear/kayaks out of the way – always keep dock clear and safe; have them return to store to check back in. Wash off gear. End of day – return gear to store room; ensure dock is clean. Notify store of any damages.

Dock staff are usually kayaking guide assistants as well – they help with camp, birthday parties and so on. Experience with children important. Kayaking experience preferred, program specific training will be given. First aid and CPR necessary.

### **Guides:**

Must have experience kayaking, first aid and cpr, and be over 18 years. Only the most experienced and adult staff will go out on their own or lead programs - private programs; family outings; individuals; birthday parties; corporate; camp. Guides are responsible for ensuring their gear bags and any special equipment they need is ready and in good order – before and after outings (refilling after if anything is used). Guides check with staff re clients, know the exact time of outing, #'s and preferences of clients. Timeliness essential. In poor weather, guides check with store re cancellations.

Children's programs: Camp and birthday parties are very popular. Those with experience with children and the desire to participate in these programs will get more work.

The most important aspect of any program is group management, especially with children. You have to be aware of any possible dangers, be constantly vigilant, and thinking ahead. Staff are fully trained in kayaking skills and activities included in the program. On bad weather days, we lead field trips (Sheffield Is., Aquarium, Seaport Assn, Oyster Hatchery, Small Boat Shop, Fishing). Program training provided, including a thorough environmental component.

First aid and cpr necessary.

Prior to the season, applications may be mailed or faxed to:

Kim Beaumont, Owner

221 Old Kings Hwy Nth, Darien CT 06820

[downunderkayaking@yahoo.com](mailto:downunderkayaking@yahoo.com), [www.downunderkayaking.com](http://www.downunderkayaking.com)

cell (203) 247-4579 fax (203) 656-4422 store (203) 852-0011x2

During the season, applications may also be handed in to the store:

157 Rowayton Ave, Rowayton CT 06853, below the Rowayton Market