



**Saratoga Springs Municipal
Civil Service Commission**
5 Lake Avenue, Room 5A (City Hall)
Saratoga Springs, New York 12866-2366
(518) 587-3550 x2602

RACING SEASON PARKING 2016

POSITION: YOUTH PARKER

NAME: _____ BIRTH DATE: _____
(LAST) (FIRST) (Candidates must be at least 15 years of age by July 1, 2016)

HOME PHONE: _____ EMAIL: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

Briefly list previous job experience:

List 2 adult references (other than family members)

1. NAME: _____ PHONE: _____
2. NAME: _____ PHONE: _____

In Case of Emergency Contact: _____ Phone: _____ Relationship: _____

PLEASE READ:

If you completely understand and agree to the conditions, please sign and return to the Saratoga Springs Municipal Civil Service Commission:

5 Lake Avenue, Room 5A, Saratoga Springs, New York 12866-2366 by **4:00pm on MONDAY, June 10, 2016**

The 2016 Youth Parking program begins July 8th and will run through September 5th. Each worker's schedule will include a combination of different daily shifts. The approximate hours are:

9:30 AM – 4:00 PM (weekdays) 9:00 AM – 3:30 PM (weekends) 4:15 PM – 8:45 PM (night hours)
* Stakes Race hours may vary

I AM AVAILABLE TO WORK AND I UNDERSTAND THE CONDITIONS OF EMPLOYMENT.

Signed: _____ Date: _____

NOTE: A copy of your **WORKING PAPERS** must be submitted with this application if under the age of 18.

*****Submission of this application does not guarantee a summer parking position*****



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CITY OF SARATOGA SPRINGS YOUTH PARKING PROGRAM

YOUTH PARKING ATTENDANTS ARE RESPONSIBLE FOR:

- 1. KEEPING WORK AREA CLEAN**
- 2. COLLECTING FEES FROM CUSTOMERS**
- 3. GIVING TICKET TO CUSTOMER & HAVING THEM PUT IT FACE UP ON DRIVERS SIDE DASHBOARD INSIDE VEHICLE
- MUST BE VISIBLE & FACE UP**
- 4. DIRECTING VEHICLES INTO PARKING SPOTS**
- 5. FLAGGING DOWN CARS**
- 6. SIGNING OUT AND IN TICKETS AND MONEY**
- 7. DEALING RESPECTFULLY & COURTEOUSLY WITH THE PUBLIC**
- 8. DEALING DIRECTLY WITH THE YOUTH PARKING COORDINATOR**
- 9. ROPING OFF AREAS NOT BEING USED**
- 10. DEALING WITH IRATE CUSTOMERS**
- 11. FOLLOWING DIRECTIONS**
- 12. FILLING OUT PAPERWORK**
- 13. ANY OTHER DUTIES EXPECTED FROM YOU BY THE COORDINATOR OR CITY OF SARATOGA SPRINGS RECREATION DEPARTMENT**