



2024 Office Coordinator Application

Please include a current resume with your application. It should detail education history, all current certifications (or relevant expired certifications), and related jobs, skills or experiences.

Name: _____ Pronouns: _____

Current/School Address: _____

City/State/Zip: _____

Permanent Address: _____

City/State/Zip: _____

Phone: (Cell) _____ (Other) _____

E-mail: _____

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? Yes No

Explain if Yes _____

Are you under 18 years of age? ___ Yes ___ No

Do you have a current CPR/First Aid Card? ___ Yes ___ No

Have you ever applied to CSC before? Yes _____ No _____ If yes, when? _____

1. Position Desired- (Please note that this application is only for Office Coordinators, if applying to more than 1 position please fill out the corresponding application)

A. Full Time (≥ 64+ hrs/2 week period) _____ Part Time (< 32 hrs/wk) _____

B. Dates available for work: (Please check all that apply and provide additional info. below)

a. Spring Season (5/29 – 6/11) _____ (Limited hours may apply)

b. Summer Season (6/12 – 9/4) _____

c. Fall Season (9/5 – 10/9) _____ (Limited hours may apply)

Details:

C. Dates/Days **not** available for work (*please be specific, keep in mind that this is a seasonal position and staff are expected to work 5-6 days a week. Requesting more than 2 days off in a row will be unacceptable except in extreme circumstances*):

D. Weekly availability (Daytime, Evenings, Weekends, etc.)

2. What is your customer service experience? Do you have experience interacting with customers on the phone and in person?

3. Describe a time when you made a professional mistake and how you handled the situation and learned from it.

4. How are you at handling a fast-paced environment? What tools do you use for success?

5. Describe an experience working in a team environment and how you contributed to the success (or not) of the group.

6. Do you have experience in or with: (check all that apply and continue on back as necessary)

_____ Office organization and maintenance (data entry, organization, etc.)

Explain: _____

_____ Specific Computer Software (Word, Excel, Google Drive, Database management etc.)

Explain: _____

_____ Handling money and/or Point of Sale System (cash, credit cards, etc.)

Explain: _____

_____ Problem Solving (professionally or academically)

Explain: _____

_____ Sailing, boats, or outdoor recreation

Explain: _____

Please list any other relevant skills/experiences you would like us to know about

7. List your last three employers. If you have customer service experience, please be sure to include that organization as well:

Company Name & Supervisor	Dates	Job Responsibilities	Reason for Leaving

A. Are you currently employed? Yes _____ No _____

B. If so, may we inquire of your present employer? Yes _____ No _____

8. List 2 professional references that we may contact, at least one employer required:

Name	Relationship	Phone	Email

9. How did you learn about this position?

- _____ Online Advertisement
Which Site? _____
- _____ Referred by a friend
Who?: _____
- _____ Involvement in a CSC Class or Program
Explain: _____
- _____ Other
Explain: _____

I certify that the information contained in this application is true and complete to the best of my knowledge. I give authorization to contact the references and/or employers listed above and/or any person or organization that may have information concerning me.

Name (printed): _____

Date: _____ Signature: _____

Email complete form to: tilly@communitysailingcenter.org

{ PO Box 64818 Burlington, VT 05406 : 802.864.2499 : www.communitysailingcenter.org }