SOUTHAMPTON YOUTH BUREAU

2018

THE SOUTHAMPTON YOUTH BUREAU'S

JOB & INTERNSHIP GUIDE

TIPS FOR ATTENDING A JOB FAIR

1. DRESS AS IF YOU WERE GOING ON AN INTERVIEW.
2. SPEAK CLEARLY AND LOUDLY, SINCE IT MAY BE HARD TO HEAR AT SOME FAIRS.
3. DON'T LEAN OVER BUT TRY TO KNEEL AT THE EMPLOYER'S LEVEL.
4. TRY TO FILL OUT THE APPLICATION AND RETURN IT TO THE EMPLOYER BEFORE YOU LEAVE THE FAIR.
5. TAKE DOWN CONTACT INFORMATION FROM PROSPECTIVE EMPLOYERS AND CALL THEM A FEW DAYS LATER TO REMIND THEM OF YOUR INTEREST IN THEIR COMPANY.
6. BRING ENOUGH COPIES OF YOUR RESUME TO LEAVE WITH EMPLOYERS.

TIPS FOR AN INTERVIEW

1. PLAN ON SHOWING UP AT LEAST 15 MINUTES EARLY, JUST IN CASE YOU GET STUCK IN TRAFFIC OR ARE DELAYED FOR SOME REASON.
2. *DRESS AS IF YOU MEAN IT!* WHAT YOU WEAR IS WHAT YOU ARE SAYING ABOUT YOURSELF. YOU SHOULD LOOK PROFESSIONAL.
3. EMPLOYERS LIKE WHEN YOU KNOW SOMETHING ABOUT THEIR BUSINESS OR ORGANIZATION. BE PREPARED WITH YOUR OWN QUESTIONS TO ASK THE EMPLOYER.
4. DON'T COME EMPTY HANDED. BRING A COPY OF YOUR RESUME, REFERENCES, AND A NOTE PAD.

TIPS FOR CALLING EMPLOYERS

1. INTRODUCE YOURSELF AND EXPLAIN WHY YOU ARE CALLING.

2. SPEAK CLEARLY AND SLOWLY.

3. ASK FOR THE NAME OF THE PERSON THAT YOU ARE SPEAKING WITH.

4. TAKE NOTES AS YOU ARE LISTENING.

5. IF YOU ARE LEAVING A MESSAGE, LEAVE YOUR PHONE NUMBER SLOWLY AND CLEARLY. IT'S A GOOD HABIT TO SAY IT TWICE.

6. BE SURE TO ASK FOR A PHONE NUMBER SO YOU CAN CALL THE PERSON BACK. **(NEVER RELY ON CALLER ID!)**

7. ASK FOR AN EMAIL ADDRESS OR ANOTHER WAY TO SEND YOUR RESUME.

Agricultural

HARBES FAMILY FARM

715 Sound Avenue, Mattituck, NY 11952
Mailing Address: P.O. BOX 1524, Mattituck, NY 11952

Contact: Jillian Miller
Email: jillian@harbesfarm.com
Phone: 631-298-0700
Positions available: Cashier, Jumping Pillow Attendants, Food Runners, Groundskeeping, etc. (Seasonal)

Age requirement: 14 plus

Aquatics

(Instructors/Sales)

JOHN'S POOLS & SPAS

102 Old Riverhead Road, Westhampton Beach, 11978

Contact: Irene Sepala
Email: irene@johnspools.com
Phone: 631-288-5222
Positions available: Pool Maintenance (Seasonal)

Age requirement: 16 plus

SAILACTION INC.

1686 County Road 39, Southampton, NY 11968

Contact: Joe Farrell or Chris Kujawa
Email: sailaction@optonline.net
Phone: 631-283-8373
Positions available: Store Clerk and General Assistance (Must be able to lift 50+ lbs) (Seasonal)

Age requirement: 14 plus

Aquatics
(continued)

THE TORTORELLA GROUP

1764 County Road 39, Southampton, NY 11968
Mailing Address: 296 W. Montauk Highway, Hampton Bays, NY 11946

Contact: Marilyn Davis
Email: Marilyn@tortorella.com
Phone: 631-728-8000
Positions available: Pool Service Technician, Pool Mechanic, Heating Service Technician, Construction Labor (Seasonal/Year Round)

Age requirement: 18 plus

Automotive / Transportation

COUNTRY CLUB SERVICES INC.

35 East Willow Street, Millburn, New Jersey, 07041

Contact: Richard Ministro
Email: rministro@countryclubservicesinc.com
Phone: 862-241-3853
Positions available: Parking Attendant, Shuttle Attendant, Screener (Seasonal)

Age requirement: 15 plus

PRO-SHINE

144 Mariner Drive, Southampton, NY 11968
Mailing Address: 189 Lincoln Ave, Bayville, NY 11782

Contact: David
Email: proshinehamptons@gmail.com
Phone: 631-459-2287
Positions available: Car washers, license preferred. (Seasonal)

Age requirement: 17 plus

Automotive / Transportation
(continued)

SINCLAIR'S AUTO and HOME UPHOLSTERY

51 Bellows Pond Road, Hampton Bays, NY 11946

Contact: Tyler & Susan Sinclair
Email: sinclairsupholstery@gmail.com
Phone: 631-728-8065
Positions available: Upholsterer's Apprentice
(Year Round)

Building and Maintenance

HERRICK HARDWARE

41 Main Street, Southampton, NY 11968

Contact: Nancy Bormuth
Email: herrickhdwr@juno.com
Phone: 631-283-0026
Positions available: Sales Clerk/Cashier
(Year Round)

Age requirement: 16 plus

HOME DEPOT

1550 Old Country Road, Riverhead, NY 11901

Contact: Noel-Ann Ison Gallagher
Email: noel-ann_ison-gallagher@homedepot.com

Phone: 631-284-2530
Positions available: Sales, Cashier, Freight
(Year Round)

Age requirement: 18 plus

Building / Maintenance - Continued

WE'LL FLOOR "U"

201 W Montauk Highway, Hampton Bays, NY 11946

Contact: John Marano
Email: john39@optonline.net
Phone: 631-728-7359
Positions available: Warehouse worker - Driver's License Required

Age requirement: 18 plus

MORLEY PROPERTY MANAGEMENT

32 Hampton Road, Southampton, NY 11968

Contact: Eric Lorito
Email: eric@morleyagency.com
Phone: 631-287-7191
Positions available: Community Pool Attendants (Seasonal)

Age requirement: 16 plus

RIVERHEAD BUILDING SUPPLY

250 David Court, Calverton, NY 11933

Contact: Tammy Luby
Email: tluby@rbscorp.com
Phone: 631-996-3115
Positions available: Facility Attendant/Customer Service - Weekend availability required. (Seasonal/Year Round)

Age requirement: 16 plus

Entertainment

FUN FLICKS

P.O. BOX 4, Westhampton, NY 11977

Contact: Jamie Booth
Email: Jamie@funflicks.com
Phone: 631-578-8364
Positions available: Technician, Customer Service - Social Media Marketing - Part-Time (Seasonal)
Age requirement: 17 plus (Job & Internship Available)

Entertainment - Continued

BOLD Broadcasting, LLC / 104.7 WELJ

78 Park Place, Suite 203, East Hampton NY 11937

Contact: Andrew Adams
Email: andrew.adams@boldbroadcasting.com
Mail: 755 Waverly Ave, Sutie 203A, Holtsville NY 11742
Phone: 631-201-5050
Positions available: Promotions Assistant
Age requirement: 18 plus (Internship Available)

SPLISH SPLASH WATER PARK

2549 Splish Splash Drive, Calverton, NY 11933

Contact: Shannon Mulligan
Email: Shannon.mulligan@palaceentertainment.com

Phone: 631-727-3600 ext. 250
Positions available: Lifeguard, Cook, Cashier, Retail, Games, Admissions, and More! (Seasonal)
Age requirement: 14 plus

Environmental

BARTLETT TREE EXPERTS

909 North Sea Road, Southampton, NY 11968

Contact: Jamal Getchell
Email: jgetchell@bartlett.com
Phone: 631-283-0028
Positions available: Groundsperson - Entry Level (Seasonal/Year Round/Internships)
Age requirement: 18 plus

SOUTH FORK NATURAL HISTORY MUSEUM

377 Bridgehampton - Sag Harbor Turnpike, Bridgehampton, NY 11932
Mailing Address: P.O. BOX 455, Bridgehampton, NY 11932

Contact: Melanie Meade
Email: sofo@hamptons.com
Phone: 631-537-9735
Positions available: Animal Care Assistant, Educational Programs Assistant (Year Round Internship)

Age requirement: 16 plus

Environmental - Continued

SUMMERHILL LANDSCAPES INC.

6 Shaw Road, Sag Harbor, NY 11963

Contact: Kristina Cardenas
Email: Kristina@summerhilllandscapes.com
Phone: 631-725-0005
Positions available: Installation, maintenance, lighting and irrigation, mechanics, and nursery/farm workers. (Seasonal/Year Round/Internship Available)
Age requirement: 18 plus

TICK WISE EDUCATION, INC.

P.O. BOX 579, East Quogue, NY 11942

Contact: April Nill-Boitano
Email: april@tickwise.org
Phone: 631-258-8235
Positions available: Community Service Hours Provided For Volunteers
Age requirement: 16 plus

Food & Hospitality

BLUE DUCK BAKERY CAFE

30 Hampton Road, Southampton, NY 11968

Contact: Nancy Kouris, Owner
Email: nancy@blueduckbakerycafe.com
Phone: 631-204-1701
Positions available: Front Counter, Baker's Assistant (Seasonal/Year Round/Internship Possible)

Age requirement: 16 plus

BETH'S CAFE

48 Quogue Street, Quogue, NY 11959
Mailing Address: P.O. BOX 1036, Quogue, NY 11959

Contact: Beth D'Alessio
Email: dalessiocatering@hotmail.com
Phone: 631-653-0222
Positions available: Waitress, Server, Dishwasher, Food Prep, Barista (Seasonal)

Age requirement: 16 plus

Food & Hospitality - Continued

BRIDGEHAMPTON TENNIS & SURF CLUB

231 Mid Ocean Drive, Bridgehampton, NY 11932
Mailing Address: 441 Lexington Avenue, 10th Floor, New York, NY 10017

Contact: Maleigha Fusco
Email: mfusco@thebtsc.com
Phone: 212-883-0606
Positions available: Front Desk, Pro-Shop Attendant, Lifeguard, Beach Attendant, Camp Counselor (Seasonal)
Age requirement: 16 plus

EAST WIND LONG ISLAND

5720 RT 25A, Wading River, NY 11792

Contact: Heather Apolo
Email: hapolo@eastwindlongisland.com
Phone: 631-846-2340
Positions available: Wait Staff in the Catering Department (Seasonal/Year Round)
Age requirement: 17 plus

KONA ICE

26 Bittersweet Avenue, Hampton Bays NY 11946

Contact: Shaun and Kim Beymolla
Email: konaiceofli@yahoo.com
Phone: 516-404-5050
Positions available: Server, Inventory, Office, Janitorial (Seasonal)
Age requirement: 14 plus

THE BATHING CORPORATION OF SOUTHAMPTON

14 Gin Lane, Southampton, NY 11968
Mailing Address: P.O. BOX 1311, Southampton, NY 11969

Contact: Joanne Schneider
Email: jschneider@bathingcorp.com
Phone: 631-283-0545
Positions available: Table Porters, Dishwashers, Food Servers (Seasonal)
Age requirement: 14 plus

THE FUDGE COMPANY

67 Main Street, Southampton, NY 11968

Contact: Daniel
Email: info@southamptonfudgecompany.com
Phone: 631-283-8108
Positions available: Counter Help - taking orders, making items, ringing up sales, and taking cash/or credit card payments. (Seasonal / Spring & Fall)
Age requirement: 14 plus

Food & Hospitality - Continued

SHOCK ICE CREAM

99 Main Street, Westhampton Beach, NY 11978

Contact: Elyse Richman
Email: shockwesthampton@aol.com
Phone: 631-553-0155
Positions available: Ice Cream Help (Seasonal)
Age requirement: 15 Plus

TONY'S ASIAN FUSION

337 Montauk Highway, East Quogue, NY 11942
AND
1 Montauk Highway, Hampton Bays, NY 11946

Contact: Jane
Email: tonysasianfusion@yahoo.com
Phone: 917-288-8371
Positions available: Cashier, Waiter or Waitress, Busser (Seasonal/Year Round)
Age requirement: 14 plus

Government

NEW YORK CITY DEPARTMENT OF CORRECTION

75-20 Astoria Boulevard, Suite 320, East Elmhurst Queens, NY 11370

Contact: Spence
Email: john.spence@doc.nyc.gov
Phone: 718-546-3160
Positions available: Correction Officer (Year Round)
Age requirement: 17 ½ years old to take the test, 21 to be appointed as a Correction Officer.

TOWN OF SOUTHAMPTON

116 Hampton Road, Southampton, NY 11968

Contact: Janeen Cevasco
Email: jcevasco@southamptontownny.gov
Phone: 631-702-1925
Positions available: Positions within Town government and internships available. (Seasonal/Year Round)
Age requirement: 14 plus

Government - Continued

TOWN OF SOUTHAMPTON - PARKS & RECREATION

6 Newtown Road, Hampton Bays, NY 11946

Contact: Kathy Gristina
Email: kgristina@southamptontownny.gov
Phone: 631-728-8585
Positions available: Beach Attendants, Swim Instructors, Tennis Instructors (Seasonal)
Age requirement: 16 plus

UNITED STATES AIR FORCE

322 East Main Street, Riverhead, NY 11901

Contact: TSgt Randi Teague
Email: randi.teague@us.af.mil
Phone: 631-727-2053
Positions available: Over 140 different jobs available; all includes free training, free education, free health-care, and 30 days paid vacation per year. (Year Round)
Age requirement: 17 plus

UNITED STATES ARMY

322 E. Main Street, Riverhead, NY 11901

Contact: SGT Matthew McCarthy
Email: matthew.t.mccarthy14.mil@mail.mil
Phone: 631-834-1050
Positions available: Over 150 various entry level positions. (Year Round)
Age requirement: 17 plus

Health Care & Advocacy

AID TO THE DEVELOPMENTALLY DISABLED

901 E. Main Street, Riverhead, NY 11901

Contact: Heather Sojka
Email: hsojka@addny.org
Phone: 631-727-6220 ext. 268
Positions available: Direct Support Professionals - to work with individuals with developmental disabilities. (Year Round)
Age requirement: 17 plus - Valid Driver's License & HS Diploma

EAST END DISABILITY ASSOCIATES

107 Roanoke Avenue, Riverhead, NY 11901

Contact: Jillian Winters
Email: jillianw@eed-a.org
Phone: 631-369-7345
Positions available: Direct Support Professional - Full Time & Per Diem Available. (Year Round)
Age requirement: 18 plus - Driver's License for at least 3 years.

IGHL

60 Montauk Highway, East Moriches, NY 11940

Contact: Jennifer Hart
Email: jhart2@ighl.org
Phone: 631-878-8868 ext. 203
Positions available: Direct Care Counselors (Year Round)
Age requirement: 18 plus

UTOPIA HOME CARE, INC.

180 Old Country Road, Riverhead, NY 11901

Contact: Julia Jenne
Phone: 631-708-4462
Positions available: Home Health Aides & Personal Care Aides (Year Round)
Age requirement: 18 plus

Mortuary

BROCKETT FUNERAL HOME, INC.

203 Hampton Road, Southampton, NY 11968

Contact: Dominick Abbate
Email: brockettfh@gmail.com
Phone: 631-283-0822
Positions available: Funeral Director Assistant (Year Round Internship)
Age requirement: 18 plus

Recreational

YMCA EAST HAMPTON RECENTER

2 Gingerbread Lane, East Hampton, NY 11937

Contact: Sondra Vecchio
Email: Sondra.vechio@ymcali.org
Phone: 631-329-6884 ext. 21
Positions available: Summer Camp Counselors, Specialists, Lifeguards (Seasonal/Year Round)
Age requirement: 15 plus

Retail & Sales

Intermix

64 Main Street, Southampton NY 11968

Contact: Megan Ruddy
Email: mruddy@intermixny.com
Phone: 631-463-3399
Positions available: Sales Support, Stock Support (Seasonal/Year Round)
Age requirement: 14 plus

Retail and Sales - Continued

KMART

2044 Montauk Highway, Bridgehampton, NY 11932
Mailing Address: P.O. BOX 3040, Bridgehampton, NY 11932

Contact: Jorge Gonzalez
Email: ad9423@searshc.com
Phone: 631-537-6449
Positions available: Cashier, Floor Help, Service Décor, Online Orders (Seasonal/Year Round)
Age requirement: 17 plus

ONE KINGS LANE

11 Jobs Lane, Southampton, NY 11968

Contact: Elizabeth Jamieson
Email: ejamieson@onekingslane.com
Phone: 631-283-0590
Positions available: Stock Person, Sales Associate (Seasonal/Year Round)
Age requirement: 14 plus

TENET

91 Main Street, Southampton, NY 11968

Contact: Barbara Stricoff or Jesse Warren
Email: Barbara@tenetshop.com
Positions available: Experienced Salesperson (Seasonal/Year Round)

Age requirement: 17 plus

Retail and Sales - Continued

Twist

46 Jobs Lane, Southampton, NY 11968

Contact: Valerie Revere
Email: Twist1@optonline.net
Phone: 631-204-0118
Positions available: Salesperson (Seasonal/Year Round)
Age requirement: 16 plus

Pier 1 Imports

54 Montauk Hwy, Southampton NY 11968

Contact: Katie Kulp
Email: Sto803@Pier1.com
Phone: 631-726-2032
Positions available: Sales Associate (Seasonal/Year Round)
Age requirement: 18 plus

TJ MAXX

1527 Montauk Highway, Bridgehampton, NY 11932

Contact: Joseph Garifo
Phone: 631-537-1591
Positions available: Merchandise Sales Associate (Year Round)
Age requirement: 17 - 21 years old

Youth Services

Bridgehampton Child Care & Recreation Center

551 Sag Harbor Turnpike, Bridgehampton, NY 11932
Mailing Address: P.O. BOX 1197, Bridgehampton, NY 11932

Contact:	Bonnie Cannon
Email:	Michelle@BHCCRC.Org
Phone:	631-537-0616
Positions available:	Summer Camp Counselors and Junior Counselors (Seasonal)
Age requirement:	16 plus

CHILDREN'S MUSEUM OF THE EAST END

376 Bridgehampton-Sag Harbor Turnpike, Bridgehampton, NY 11932
Mailing Address: P.O. BOX 316, Bridgehampton, NY 11932

Contact:	Doug Borge
Email:	doug@cmee.org
Phone:	631-537-8250 ext. 211
Positions available:	Floor/Exhibit Staff, Front Desk Staff, Programming Assistant (Seasonal/Part-Time Year Round)
Age requirement:	15 plus

SOUTHAMPTON FRESH AIR HOME

36 Barkers Island Road, Southampton, NY 11968

Contact:	Nathan Unwin
Email:	nunwin@sfah.org
Phone:	631-283-1594 ext. 103
Positions available:	Direct Care with Children (Counselor), Maintenance, Lifeguard (Year Round)
Age requirement:	16 plus

Town of Southampton Youth Bureau

116 Hampton Road
Southampton NY 11968
Phone (631) 702-2425
www.southamptontownny.gov/youthbureau

SOUTHAMPTON YOUTH BUREAU

Our Mission

Our mission is to work with the Southampton Town Community to empower youth and families, promote total health and well being, and develop life skills through programs, activities, and services.

OUR PROGRAMS

Join Youth Court

For Grades 9 - 12
Earn Community Service Credits

Why join Youth Court?

- *Earn as much as 40+ hours of community service per year*
- *Hear real court cases*
- *Try an average of 15 - 20 cases*
- *Build your college resume*
- *Learn about the Law*
- *Practice public speaking*

and so much more!

Every Monday starting October 15, 2018
6:00pm - 7:30pm at the
Southampton Town Justice Court
32 Jackson Ave., Hampton Bays

Transportation available east of the Shinnecock Canal

For more information or to register, visit
www.southamptontownny.gov/youthbureau or call (631) 702-2425

Follow us on:
@southamptonyb

A SOUTHAMPTON YOUTH BUREAU AND FLYING POINT FOUNDATION FOR AUTISM PROGRAM:

TEEN LEADERS CARE

SPONSORED BY:
Flying Point Foundation for Autism

MEMBERS NEEDED!

Do you have or know of a middle or high school age youth with Autism or other developmental disabilities? Would they enjoy participating in community activities and would benefit from a peer mentor to do so? TLC will buddy them up with other teens to participate in local activities provided by the Southampton Youth Bureau! Activities will be held 1-2 times a month through June.

For more information or to view the mentee registration form, please visit www.southamptontownny.gov/youthbureau or by calling (631) 702-2425.

SOUTHAMPTON YOUTH BUREAU
@SOUTHAMPTONYB

THE SOUTHAMPTON YOUTH BUREAU'S

Act TWO

Teen Community Theater

CREATE & PERFORM SKITS FOR LOCAL AUDIENCES

EVERY THURSDAY
6:00PM - 7:30PM
AT THE HAMPTON BAYS PUBLIC LIBRARY, 52 PONQUOGUE AVE
BEGINNING SEPTEMBER 14, 2017
FOR GRADES 7 - 12

TRANSPORTATION IS AVAILABLE UPON REQUEST. FOR MORE INFORMATION OR TO REGISTER, PLEASE CALL (631) 702-2421 OR VISIT WWW.SOUTHAMPTONTOWNNY.GOV/YOUTHBUREAU

SOUTHAMPTON YOUTH BUREAU
@SOUTHAMPTONYB

THE SOUTHAMPTON YOUTH BUREAU'S

YOUTH ADVISORY COMMITTEE YAC

PLAN YOUTH BUREAU EVENTS, PARTICIPATE IN COMMUNITY SERVICE PROJECTS, MEET NEW FRIENDS, AND NETWORK WITH OTHER STUDENTS.

OPEN TO GRADES 7 - 12

MEETINGS HELD EVERY OTHER TUESDAY
BEGINNING SEPTEMBER 19, 2017
6:30PM - 8:00PM - DINNER INCLUDED!
HAMPTON BAYS COMMUNITY CENTER, 25 PONQUOGUE AVE

TRANSPORTATION IS AVAILABLE UPON REQUEST.
FOR MORE INFORMATION, PLEASE CALL (631) 702-2425 OR VISIT WWW.SOUTHAMPTONTOWNNY.GOV/YOUTHBUREAU

Follow us on:
@southamptonyb

SOUTHAMPTON YOUTH BUREAU

116 HAMPTON ROAD

SOUTHAMPTON, NY 11968

(631) 702-2425

WWW.SOUTHAMPTONTOWNNY.GOV/YOUTHBUREAU

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