

**UPPER DUBLIN TOWNSHIP
DEPT. OF PARKS & RECREATION
SUMMER EMPLOYMENT OPPORTUNITIES - 2010**

Summer Playgrounds, Camp B.I.G. & Small Folks run from Friday, June 25 to Friday, August 6

X-Zone runs from Monday, June 28 to Friday, August 20

First Aid/CPR Training: Wednesday, June 23

Required Playground, Camp B.I.G. and Small Folks Orientation: Thursday, June 24

Required X-Zone Orientation: Friday, June 25

PLAYGROUND SITE SUPERVISORS – college degree preferred. Should have experience leading children in grades kindergarten through 7th. Individuals must be mature and dependable and have an enthusiasm for children. Individuals should have experience planning for and leading a team of others.

(Level 5)

**Wages: start \$13.00 per hour (\$12.00 per hour if no degree)
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:15a – 3:00p (option to work 3:00p - 5:30p)
Mandatory orientation will be Thursday, June 24.**

PLAYGROUND SUPERVISORS - should be a senior in high school or college student. Should have some experience working with children in grades kindergarten through 7th. Individuals should have demonstrated abilities to work with children and a good attitude working with others.

(Level 4)

**Wages: start \$8.25 per hour
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:25a – 3:00p (option to work 3:00p - 5:30p)
Mandatory orientation will be Thursday, June 24.**

PLAYGROUND AIDES - should be age 16 or older. These individuals do not need previous experience but must have a demonstrated ability to work with children. Must be enthusiastic and have a good attitude.

(Level 2)

**Wages: start \$7.25 per hour
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:25a – 3:00p (option to work 3:00p - 5:30p)
Mandatory orientation will be Thursday, June 24.**

CAMP BIG INSTRUCTORS – college degree preferred. Should have experience leading children ages 4.5 years to 5 years. Individuals must be mature and dependable and have an enthusiasm for children.

(Level 5)

**Wages: start \$13.00 per hour (\$12.00 per hour if no degree)
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:45a – 3:00p
Mandatory orientation will be Thursday, June 24.**

CAMP BIG AIDES - should be age 16 or older. These individuals do not need previous experience but must have a demonstrated ability to work with children. Must be enthusiastic and have a good attitude.

(Level 2)

**Wages: start \$7.25 per hour
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:55a – 3:00p
Mandatory orientation will be Thursday, June 24.**

SMALL FOLKS INSTRUCTORS – college degree preferred. Should have experience leading children ages 3 years to 4.5 years. Individuals must be mature and dependable and have an enthusiasm for children.

(Level 5)

**Wages: start \$13.00 per hour (\$12.00 per hour if no degree)
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:45a – Noon
Mandatory orientation will be Thursday, June 24.**

UDP&R Summer Playground & Recreation Employment Opportunities cont.

SMALL FOLKS AIDES - should be age 16 or older. These individuals do not need previous experience but must have a demonstrated ability to work with children. Must be enthusiastic and have a good attitude.

(Level 2)

Wages: start \$7.25 per hour
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:55a – Noon
Mandatory orientation will be Thursday, June 24.

X-ZONE SITE SUPERVISOR – college degree preferred. Should have experience leading middle school aged children. Individuals must be willing to lead the group on daily trips, mature and dependable and have an enthusiasm for children.

(Level 5)

Wages: start \$13.00 per hour (\$12.00 per hour if no degree)
Salary adjusts annually depending on experience in this program
8 week program, Monday through Friday
8:45a – 3:00p (hours will vary based on trip times)
Mandatory orientation will be Friday, June 25.

X-ZONE AIDES - should be a senior in high school or college student. Should have some experience working with middle school aged children. Individuals should have demonstrated abilities to work with children and a good attitude working with others.

(Level 4)

Wages: start \$8.25 per hour
Salary adjusts annually depending on experience in this program
8 week program, Monday through Friday
8:55a – 3:00p (hours will vary based on trip times)
Mandatory orientation will be Friday, June 25.

Please note:

- **Previous employment with the Township does not guarantee rehire.**
- **The Township reserves the right to which employment opportunities it offers to an applicant.**
- **Once hired, continued employment is dependent upon adherence to work rules as well as demonstrated abilities, maturity and dependability.**
- **Note on your application any vacation, school or travel plans (dates/duration) you have made that coincide with summer employment dates.**

FOR OFFICE USE ONLY:

Date Rec'd _____

1st Postcard _____

2nd Postcard _____



**UPPER DUBLIN TOWNSHIP
DEPARTMENT OF PARKS & RECREATION
APPLICATION for
PART-TIME or SEASONAL EMPLOYMENT - 2010**

Employee Information:

Name: _____

Address: _____

Home Phone: _____

_____ ZIP _____

Work/School Phone: _____

Municipality in which you reside: Upper Dublin Other: _____ Email: _____

School/College Attending: _____ Year in School: Fresh. Soph Jr. Sr.

Current Employer: _____ Phone: _____

Check the position(s) for which you are applying:

SPRING

___ Program Instructor: _____

___ Site Watch: _____

___ Other: _____

SUMMER

___ Program Instructor: _____

___ Camp BIG Instructor

___ Camp BIG Aide

___ Playground Site Supervisor

___ Playground Supervisor

___ Playground Aide

___ Small Folks Instructor

___ Small Folks Aide

___ X-Zone Site Supervisor

___ X-Zone Aide

___ UD Community Pool Lifeguard

___ SiteWatch

___ Other: _____

FALL/WINTER

___ Program Instructor: _____

___ Site Watch: _____

___ Other: _____

**UDP&R has separate application forms for:*

- * Mondauk Common Park Attendant
- * Robbins Park
- * PREP Program
- * Seasonal Volunteers

Work History with Upper Dublin Township:

Have you previously worked for UDP&R? YES NO

If YES, in what capacity? _____ When? _____

Who was your supervisor? _____

Please indicate any dates you will not be available (i.e. vacation, camps, etc.) _____

please complete other side

Please list three (3) current references other than family members:

Reference Name	Daytime Telephone	Relationship to Applicant
1.		
2.		
3.		

Policy Statement:

It is the policy of Upper Dublin Township to employ qualified candidates in all part-time and seasonal parks and recreational leadership and supervisory positions. Openings will be advertised and filled consistently with the needs of the department with the purpose of structuring positions to comply with the department philosophy of providing quality leisure opportunities within accepted moral, social and physical parameters.

Upper Dublin intends to fully comply with the regulations established by the Americans with Disabilities Act.

Upper Dublin Township reserves the right to deny employment to any applicant based on valid concerns as to the applicant's maturity, abilities or qualifications relevant to the position sought.

I have read and understand the above statement of policy. I further understand that any false or misleading statements made on this application will prevent me from being hired or retaining employment.

Signature: _____

Date Signed: _____

Print Name: _____

Date of Birth: _____

Criminal History Record / Child Abuse History Clearance (separate forms)

- Everyone age 18 or older applying for UDP&R employment is required to provide UDP&R with a current, original Criminal History Record Check (SP4-164) report.
- Anyone age 18 or older, wishing to work in programs with participants under age 18, is required to also provide UDP&R with a current, original Pennsylvania Child Abuse History Clearance (CY-113) report.
- Fees for reports are the responsibility of the applicant.
- Please ask UDP&R for copies of report request forms, if needed. Both are available on the Internet at www.state.pa.us > Most Requested Forms > subject search by "Criminal Background Check."

INDICATE CURRENT CERTIFICATIONS:

(Required for lifeguards applicants)
(Preferred, not required for others)

_____	CPR	card expires: _____
_____	First Aid	card expires: _____
_____	Lifeguard Training	card expires: _____

INDICATE T-SHIRT SIZE:

_____ Adult Small	_____ Adult X-Large	*FOR LIFEGUARDS ONLY INDICATE SHORT SIZE:		
_____ Adult Medium	_____ Adult 2X-Large	_____ Ad. Small	_____ Ad. Medium	_____ Ad. Large
_____ Adult Large	_____ Adult 3X-Large	_____ Ad. X-Large	_____ Ad. 2X-Large	

Unless otherwise noted, completed and signed applications for employment should be returned to:

SEASONAL EMPLOYMENT APPLICATION
 DEPT. OF PARKS & RECREATION
 Upper Dublin Township
 801 Loch Alsh Ave.
 Fort Washington, PA 19034

Questions? Call (215) 643-1600 x3443