



**COMMISSIONERS OF UPPER DUBLIN TOWNSHIP**  
801 Loch Alsh Avenue, Fort Washington, PA 19034  
(215) 643-1600 x3443

**Memo to:** Mondauk Common Park Attendant Applicants  
**From:** Bill Linde, Evening/Weekend Coordinator  
**Subject:** Job Announcement  
**Date:** Spring/Summer/Fall 2010

The Upper Dublin Township Department of Parks & Recreation will have the office and rest rooms at Mondauk Common open beginning Thursday, April 1 (weather permitting) through Sunday, November 21. We are looking for 6 to 10 responsible young people, ages 15 and older, who are interested in employment as Park Attendant staff.

Park Attendants are on-site representatives of the Department of Parks & Recreation at Mondauk Common. While on duty, Park Attendants meet and greet the public using the park, provide pavilion and recreational area set-up services for rental groups, lend out recreational equipment, *maintain the cleanliness of rest rooms* and identify needed repairs to play equipment, picnic tables, ballfields, exercise stations, the walking track, etc.

Park Attendants are paid hourly (\$6.25-\$7.25 depending on previous experience). Shift starting and ending times are as follows:

	<u>BEGIN</u>	<u>END</u>
<b>Weekdays</b>	<b>4:30p</b>	<b>Dusk (7:00p-9:00p, depending on the time of the year)</b>
<b>Weekends</b>	<b>9:00a</b>	<b>1:00p</b>
	<b>1:00p</b>	<b>5:00p</b>
	<b>5:00p</b>	<b>Dusk (7:00p-9:00p, depending on the time of the year)</b>

Monthly schedules are issued. Park Attendants are assigned based on their stated availability, proven performance and the nature of groups renting facilities.

**Returning staff with good past performance evaluations that apply by 3/1 will be given first consideration for open positions.**

**New applicants will be considered after that time.**

**ALL APPLICANTS WILL BE NOTIFIED OF THEIR STATUS.**

**Please note:**

- **Previous employment with the Township does not guarantee rehire.**
- **The Township reserves the right to determine which employment opportunities to offer an applicant.**
- **Once hired, continued employment is dependent upon adherence to work rules as well as demonstrated abilities, maturity and dependability.**
- **Note on 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 \_\_\_\_\_  
 1<sup>st</sup> Postcard \_\_\_\_\_  
 2<sup>nd</sup> Postcard \_\_\_\_\_

**UPPER DUBLIN TOWNSHIP  
 DEPARTMENT OF PARKS & RECREATION  
 APPLICATION for  
 MONDAUK COMMON PARK ATTENDANT - 2010**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Municipality in which you reside: Upper Dublin Township Other: \_\_\_\_\_  
 School Attending: \_\_\_\_\_ Grade/Year in School: \_\_\_\_\_

Have you previously worked as a Mondauk Common Park Attendant? YES NO  
 If so, when? \_\_\_\_\_

**Please list 3 adult non-family references - i.e. teacher, neighbor, current or former employer**

NAME	DAYTIME TELEPHONE	RELATIONSHIP TO APPLICANT
1.		
2.		
3.		

Which seasons are you available to work? (check all that apply) Applicants should be available both weekdays and weekends for best chance to be employed.

\_\_\_\_\_ **SPRING** (Thursday, April 1 through Friday, June 18)  
 \_\_\_\_\_ weekday shifts (4:30p to dusk) \_\_\_\_\_ weekend shifts (9a-1p, 1p-5p, 5p-dusk) \_\_\_\_\_ Memorial Day (TBA)

\_\_\_\_\_ **SUMMER** (Saturday, June 19 through Labor Day, Monday, September 6)  
 \_\_\_\_\_ weekday shifts (4:30p to dusk) \_\_\_\_\_ weekend shifts (9a-1p, 1p-5p, 5p-dusk) \_\_\_\_\_ Labor Day (TBA)

\_\_\_\_\_ **FALL** (Tuesday, September 7 through Sunday, November 21)  
 \_\_\_\_\_ weekday shifts (4:30p to dusk) \_\_\_\_\_ weekend shifts (9a-1p, 1p-5p, 5p-dusk)

*please complete other side*

### **Policy Statement:**

It is the policy of Upper Dublin Township to employ qualified candidates in all part-time/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:** \_\_\_\_\_

### **Criminal Record Report**

Upper Dublin Township's Department of Parks & Recreation requires a current Criminal Record Check of all employees ages 18 and older at the time of employment. If you have a current Criminal Record Report, please attach a copy to your application. If you do not have a current report, complete the attached request form and return it with your application and the \$10 processing fee. Checks should be made payable to *Upper Dublin Township*.

**INDICATE T-SHIRT SIZE:**

_____ <b>Adult Small</b>	_____ <b>Adult X-Large</b>
_____ <b>Adult Medium</b>	_____ <b>Adult 2X-Large</b>
_____ <b>Adult Large</b>	_____ <b>Adult 3X-Large</b>

Please return completed application 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