

# SUMMER JOBS AT ROBBINS PARK - 2012

Students entering grades 10 and up in the 2012-13 school year and are a minimum age of 14 are invited to submit applications for summer positions at Robbins Park.

Robbins Park seasonal employment extends from (tentative dates) Monday, June 18 through Friday, August 17 (9 weeks; with other dates as needed).

**GENERAL WORKERS - *must be at least entering grade 10.*** These individuals do not need previous environmental education experience but must have a demonstrated ability to handle physical work, an ability to complete assigned tasks independently or in small groups and a willingness to be flexible regarding tasks assigned and availability to work. Typical work includes, but is not limited to, chipping trails, painting, gardening, trail maintenance and custodial tasks. Workers may be called upon periodically to assist with supervision of a large group visiting the park. Minimal teaching responsibilities may be assigned. Maintenance Workers are directed and supervised by the RP Caretaker and/or Upper Dublin Township Parks Crew supervisors.

**(Level 4) Wages:** start at \$8.00 per hour  
9 week program, Monday through Friday  
max. 30 hours/week – 8:30a-3p (unpaid 30 min. lunch)

**All applications are due by 3/9/12. Returning staff with good past performance evaluations will be given first consideration for open positions. Applications received after 3/9/12 will be considered if positions are available  
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 your application any vacation, school or travel plans (dates/duration) you have made that coincide with summer employment dates.***
- ***General Workers will be required to purchase and wear sturdy work boots while on site. Attire appropriate for location and work being completed is expected.***

**FOR OFFICE USE ONLY:**  
 Date Rec'd \_\_\_\_\_  
 1<sup>st</sup> Postcard \_\_\_\_\_  
 2<sup>nd</sup> Postcard \_\_\_\_\_

**UDP&R**  
UPPER DUBLIN PARKS & RECREATION  
**UPPER DUBLIN TOWNSHIP**  
**DEPARTMENT OF PARKS & RECREATION**  
**APPLICATION for**  
**SEASONAL EMPLOYMENT AT**  
**ROBBINS PARK - 2012**

**Employee Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ ZIP \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Municipality in which you reside: Upper Dublin Township Other: \_\_\_\_\_  
 School/College Attending: \_\_\_\_\_ Year in School: Fresh. Soph Jr. Sr.  
 Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_ RP SUMMER General Worker  
 \_\_\_ Other: \_\_\_\_\_

**Work History with Upper Dublin Township:**

Have you previously worked for UDP&R or Robbins Park? YES NO  
 If YES, in what capacity? \_\_\_\_\_ When? \_\_\_\_\_  
 Who was your supervisor? \_\_\_\_\_

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

	<u>Reference Name</u>	<u>Daytime Telephone</u>	<u>Relationship to Applicant</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

*please complete other side*

**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](http://www.state.pa.us) > Most Requested Forms > subject search by "Criminal Background Check."

**INDICATE CURRENT CERTIFICATIONS:**  
*(Preferred, not required)*

\_\_\_\_ **CPR**  
\_\_\_\_ **First Aid**

**card expires:** \_\_\_\_\_  
**card expires:** \_\_\_\_\_

**INDICATE T-SHIRT SIZE:**

\_\_\_\_ **Adult Small**

\_\_\_\_ **Adult X-Large**

\_\_\_\_ **Adult Medium**

\_\_\_\_ **Adult 2X-Large**

\_\_\_\_ **Adult Large**

\_\_\_\_ **Adult 3X-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