

**UPPER DUBLIN TOWNSHIP
DEPT. OF PARKS & RECREATION
SUMMER EMPLOYMENT OPPORTUNITIES - 2012**

**Kid-Zone, Camp B.I.G. & Small Folks run from Monday, June 25 to Friday, August 3
X-Zone runs from Monday, June 25 to Friday, August 17
Required KidZone, Camp B.I.G., Small Folks, and X-Zone Orientation: Saturday, June 9
First Aid/CPR Training: Sunday, June 10
Required KidZone Site Supervisor Orientation: TBD
Required Camp BIG and Small Folks Instructor Orientation: TBD**

***** Applications need to be returned to UDP&R by Friday, March 9*****

KIDZONE SITE SUPERVISORS – college degree preferred. Should have experience leading children in grades kindergarten through 5th. 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 (with some availability to work 3:00p - 5:30p)**

KIDZONE ART SUPERVISOR - should be a senior in high school or college student. Should have some experience working with children in grades kindergarten through 5th. Individuals should have demonstrated abilities to work with children and a good attitude working with others. Art Supervisors will be responsible for programming daily arts and crafts projects under the supervision of the Site Supervisor.

KIDZONE SPORTS SUPERVISOR - should be a senior in high school or college student. Should have some experience working with children in grades kindergarten through 5th. Individuals should have demonstrated abilities to work with children and a good attitude working with others. Sports Supervisors will be responsible for programming daily sports and games under the supervision of the Site Supervisor.

(Level 4)

**Wages: start \$9.00 per hour
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)**

KIDZONE COUNSELORS - 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, have a good attitude, and demonstrate initiative

(Level 2)

**Wages: start \$8.25 per hour
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)**

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
8:15a – 3:00p**

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, have a good attitude, and demonstrate initiative.

(Level 2)

**Wages: start \$8.00 per hour
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:15a – 3:00p**

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
8:15a – Noon

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, have a good attitude, and demonstrate initiative.

(Level 2)

Wages: start \$8.00 per hour
Salary adjusts annually depending on experience in this program
6 week program, Monday through Friday
8:15a – Noon

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)

X-ZONE COUNSELORS - 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 \$9.00 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)

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.**
- **Higher consideration will be given to applicants able to work the dates needed. If you must take off days to return to college, please note these dates. College leave is acceptable and will not affect the hiring process unless it affects the number of staff available when needed.**
- **Orientation is mandatory. Those unable to attend will not be eligible for hire.**
- **Current certifications in First Aid and CPR are mandatory for KldZone Supervisors, X-Zone Supervisor, and Camp BIG and Small Folks Instructors. It is preferable for other staff members to be certified, but not mandatory. Upper Dublin Township is offering one session in First Aid and one session in CPR on Sunday, June 10. The cost through Upper Dublin is \$10. If you are already certified but would like to observe to refresh your skills, there is no cost. Supervisors and instructors will need to show proof of certification prior to your start date.**

FOR OFFICE USE ONLY:

Date Rec'd _____

1st Postcard _____

2nd Postcard _____



UPPER DUBLIN TOWNSHIP

DEPARTMENT OF PARKS & RECREATION

PART-TIME or SEASONAL EMPLOYMENT APPLICATION - 2012

Employee Information:

Name: _____

Over 18?: Y _____ N _____

Address: _____

Home Phone: _____

City/ State: _____ ZIP _____

Cell Phone: _____

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

School/College Attending: _____ Last Year Completed: _____

Position you are applying for: _____ **Season:** _____

If applying for Kid Zone, number the sites in order of preference (if any): ___ Fort Washington ___ Jarrettown ___ Sandy Run

Have you previously worked for UDP&R? YES NO

If YES, in what capacity? _____ When? _____

Who was your supervisor? _____

Current or most recent employment (include any internships):

1) Job Title: _____ Dates employed: _____

Employer or company: _____ Telephone: _____

Employer or company address: _____

Name and title of most recent supervisor: _____

Duties in order of importance: _____

Reason for leaving: _____ May we contact for reference? _____

2) Job Title: _____ Dates employed: _____

Employer or company: _____ Telephone: _____

Employer or company address: _____

Name and title of most recent supervisor: _____

Duties in order of importance: _____

Reason for leaving: _____ May we contact for reference? _____

3) Job Title: _____ Dates employed: _____

Employer or company: _____ Telephone: _____

Employer or company address: _____

Name and title of most recent supervisor: _____

Duties in order of importance: _____

Reason for leaving: _____ May we contact for reference? _____

Please list any other knowledge, skills, and/or volunteer work applicable to the position you are applying for.

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

please complete other side (page 2)

Please list three (3) current references <u>other than family members</u> :		
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: _____

FBI Background / PA Criminal Record Check / PA Child Abuse History Clearance (separate forms)

- Anyone age 18 or older, wishing to work in programs with participants under age 18, is required to provide UDT with a current, original PA Child Abuse History Clearance (CY-113) report. The fee for Child Abuse Clearance is the responsibility of the applicant.
- Upon hiring, any new employee (full-time, part-time or seasonal) who is 18 or older is required to have a current PA Criminal Record Check & FBI Background Check on file with the Human Resources Department. UDT will make the proper arrangements to complete these checks. The fees for PA Criminal Record & FBI Background Checks will be covered by UDT.
- Please ask UDT 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: <i>(Required for lifeguards applicants)</i> <i>(Preferred, not required for others)</i>	<input type="checkbox"/> CPR	card expires: _____
	<input type="checkbox"/> First Aid	card expires: _____
	<input type="checkbox"/> Lifeguard Training	card expires: _____
	<input type="checkbox"/> Other	card expires: _____

INDICATE T-SHIRT SIZE:	<input type="checkbox"/> Adult Small	<input type="checkbox"/> Adult X-Large	*FOR LIFEGUARDS ONLY INDICATE SHORT SIZE:		
	<input type="checkbox"/> Adult Medium	<input type="checkbox"/> Adult 2X-Large	<input type="checkbox"/> Ad. Small	<input type="checkbox"/> Ad. Medium	<input type="checkbox"/> Ad. Large
	<input type="checkbox"/> Adult Large	<input type="checkbox"/> Adult 3X-Large	<input type="checkbox"/> Ad. X-Large	<input type="checkbox"/> 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