

**UPPER DUBLIN TOWNSHIP
DEPARTMENT OF PARKS & RECREATION
SEASONAL EMPLOYMENT OPPORTUNITIES**

*****Applications MUST be returned to UDP&R NO LATER than the first Friday in March*****

CAMP POSITIONS:

TWINING VALLEY 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.

Wages: Starting at \$17.00 per hour
Monday through Friday, *June 19 to August 11*
7:45a – 4:00p

TWINING VALLEY ASSISTANT SUPERVISOR - should *be a high school graduate 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. Assistant Supervisors will be responsible for daily programming under the supervision of the Site Supervisor.

Wages: Starting at \$15.00 per hour
Monday through Friday, *June 19 to August 11*
7:45a – 4:00p

TWINING VALLEY COUNSELORS - should *be age 17 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.

Wages: Starting at \$12.00 per hour
Monday through Friday, *June 19 to August 11*
7:45a – 4:00p

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.

Wages: Starting at \$18.00 per hour
Monday through Friday, *June 19 to August 11*
7:45a – 4:00p

X-ZONE COUNSELORS - should *be a senior in high school, high school graduate 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.

Wages: Starting at \$13.00 per hour
Monday through Friday, *June 19 to August 11*
7:45a – 4:00p

Camp Applicants, please note:

- *Higher consideration is given to applicants able to work all 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.*
- *Current certifications in First Aid and CPR are mandatory for Twining Valley Day Camp Supervisors and the X-Zone Supervisor. It is preferable for other staff members to be certified, but not mandatory. Supervisors will need to show proof of certification prior to your start date.*
- *Required Orientation for Twining Valley and X-Zone – date to be determined*

LIFEGUARD POSITIONS:

Upper Dublin Township is looking for **qualified individuals** to fill lifeguard positions at the **Upper Dublin Community Pool** for the summer season. Qualified lifeguard candidates are those with **senior lifesaving credentials*** that will remain current throughout the season. **WSI's and Lifeguard Trainers** are strongly considered. A manager, assistant manager, and head lifeguard supervise the pool staff. The entire pool staff is under the direction of the Department of Parks & Recreation.

*Certifications are available through UDP&R

Wages: Starting at \$14.00 per hour **overtime rate paid on holidays

Season begins, the third Saturday in June (Father's Day weekend) through Labor Day.

Pool hours are 1:00p to 6:00p (W-F) and 1:00p to 8:00p weekends

Lifeguard Applicants, please note:

- *Hours will be reduced during the last three weeks of the season based on staff availability.*
- *Candidates must be available to work a varying schedule of weekdays, weekends, and holidays.*
- *The Manager will post schedules bi-weekly. Time-off is granted as scheduling permits and with adequate notice.*
- *Staff members are scheduled to work at 12:30p to prepare the facility for the 1:00p opening - cleaning rest rooms, cleaning the pool, cleaning up the grounds, etc.*
- **BONUS INCENTIVES:**
 - *If a newly hired or returning guard recruits a guard, they will receive a \$25 bonus* per guard who is hired*
 - *If you work a minimum of 250 hrs., you will receive a \$100 bonus* at the end of the summer*
 - *Bonus is taxable*
- *UDC Pool is open to and used by the general community. Residents of Philadelphia, private and public day camps and groups also visit the site for daily recreational swims.*

PARK ATTENDANT POSITIONS:

Upper Dublin Township is looking for **responsible young people, ages 14 (currently in 9th grade) and older**, who are interested in employment as **Mondauk Common Park Attendant**. **Park Attendants** are **on-site representatives** of the Department of Parks & Recreation at **Mondauk Common**. **The office at Mondauk Common is open from the last Saturday in March (weather permitting) through the Sunday before Thanksgiving**. 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.

Wages: Starting at \$12.00

Weekends: 9:00a-1:00p, 1:00p-5:00p, 5:00p – Dusk** (**7:00p-9:00p, depending on the time of the year)

Park Attendant applicants, please note:

- *Monthly schedules are issued. Park Attendants are assigned based on their stated availability, proven performance and the nature of groups renting facilities. The opportunity to work double-shifts is possible.*

ROBBINS PARK SUMMER WORKER POSITIONS:

Upper Dublin Township is looking for **4 responsible young people, ages 14 and older, entering grade 10** who are interested in summer positions at **Robbins Park**. 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. Summer Workers are directed and supervised by the RP Caretaker and/or Upper Dublin Township Parks Division staff.

Wages: Starting at \$11.00 per hour

Monday through Friday - the third Monday in June through the third Friday in August (tentative)

30 hours/week – 8:30a-3p (unpaid 30 min. lunch)

Robbins Park applicants, please note:

- *General Workers will be required to purchase and wear sturdy shoes while on site. Attire appropriate for location and type of work is expected. Shirts provided by UDT.*

For Office Use Only

Date Rec'd _____

1st Postcard _____

2nd Postcard _____



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

Applicant Information:

Name: _____ Over 18? Yes _____ No _____
*see age requirements for positions
Address: _____ Home Phone: _____
City/State _____ ZIP _____ Cell Phone: _____
Municipality in which you reside: Upper Dublin _____ Email: _____
Other _____
School/College Currently Attending: _____ Last Grade Completed _____

Have you previously worked for UDP&R? Yes _____ No _____

If YES In what capacity? _____ When? _____
Who was your supervisor? _____

Position for which you are applying:

- Camp Position: _____ X-Zone _____ Twining Valley Day Camp _____ Either
- Lifeguard UD Community Pool Robbins Park Summer Worker Parks General Worker
*Must be at least 18 and have a valid Driver's License
_____ Spring _____ Summer _____ Fall _____ Year Round
- Park Attendant - Mondauk Common

For Park Attendant Only, which seasons are you available to work?

- Spring** (last Saturday in March through mid - June)
 Weekday shifts (5p to dusk)
 Weekend shifts (9a-1p, 1p-5p, 5p-dusk)
- Summer** (Sunday, mid-June through Labor Day)
 Weekday shifts (5p to dusk)
 Weekend shifts (9a-1p, 1p-5p, 5p-dusk)

- Fall** (the Tuesday after Labor Day through the Sunday before Thanksgiving)
 Weekday shifts (5p to dusk)
 Weekend shifts (9a-1p, 1p-5p, 5p-dusk)

Applicants should be available both weekdays and weekends for best chance of being employed

Indicate Current Certifications:
(Required for lifeguard applicants)
(Preferred, but not required, for others)

- CPR
 First Aid
 Lifeguard Training
 Other _____

Card expires: _____
Card expires: _____
Card expires: _____
Card expires: _____

INDICATE T-SHIRT SIZE:

ADULT Sm Md Lg XL 2XL 3XL

FOR LIFEGUARDS ONLY – INDICATE SHORTS SIZE

ADULT Sm Md Lg XL 2XL

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? _____

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

- Resume' attached
- References provided upon request.

Please indicate any dates you will not be available to work i.e., vacation, camps, etc.:

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 and FBI Background Check on file with the Human Resource Department.

UDT will make the proper arrangements to complete these checks.

UDT will cover the fees for PA Criminal Record and FBI Background Checks.

-Please ask UDT for copies of report request forms, if needed.

Both forms are available at <http://state.pa.us> > Most requested Forms>subject search by "Criminal Background Check."

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 filed 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: _____

Unless otherwise noted, please return the completed and signed application for employment to:

SEASONAL EMPLOYMENT APPLICATION
DEPT. OF PARKS & RECREATION
Upper Dublin Township
370 Commerce Drive
Fort Washington, PA 19034