

For Office Use Only	
Date Rec'd	_____
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**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 Year 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* _____ *KidZone* _____ *Either*

Lifeguard UD Community Pool Robbins Park Summer Worker Parks General Worker
 ___Spring ___Summer ___Fall ___Year Round

Park Attendant - Mondauk Common

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

<input type="checkbox"/> Spring (last Saturday in March through Saturday, mid- June) <input type="checkbox"/> Weekday shifts (4:30pm to dusk) <input type="checkbox"/> Weekend shifts (9a-1p, 1p-5p, 5p-dusk) <input type="checkbox"/> Memorial Day (TBA)	<input type="checkbox"/> Summer (Sunday, mid-June through Labor Day) <input type="checkbox"/> Weekday shifts (4:30pm to dusk) <input type="checkbox"/> Weekend shifts (9a-1p, 1p-5p, 5p-dusk) <input type="checkbox"/> Labor Day (TBA)
<input type="checkbox"/> Fall (the Tuesday after Labor Day through the Sunday before Thanksgiving) <input type="checkbox"/> Weekday shifts (4:30pm to dusk) <input type="checkbox"/> 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) CPR Card expires: _____
 (Preferred, but not required, for others) First Aid Card expires: _____
 Lifeguard Training Card expires: _____
 Other _____ Card expires: _____

INDICATE T-SHIRT SIZE: ADULT <input type="checkbox"/> Sm <input type="checkbox"/> Md <input type="checkbox"/> Lg <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL	FOR LIFEGUARDS ONLY – INDICATE SHORTS SIZE ADULT <input type="checkbox"/> Sm <input type="checkbox"/> Md <input type="checkbox"/> Lg <input type="checkbox"/> XL <input type="checkbox"/> 2XL
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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
801 Loch Alsh Ave.
Fort Washington, PA 19034**

UPPER DUBLIN TOWNSHIP DEPARTMENT OF PARKS & RECREATION SEASONAL EMPLOYMENT OPPORTUNITIES

***** Applications need to be returned to UDP&R by Friday, March 3*****

CAMP POSITIONS:

Kid-Zone runs from Monday, June 26 to Friday, August 4

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 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

(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)

X-Zone runs from Monday, June 26 to Friday, August 18

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)

Camp Applicants, please note:

- **Higher consideration is 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.**
- **Current certifications in First Aid and CPR are mandatory for KidZone Supervisors, X-Zone Supervisor, and Camp BIG Instructors. It is preferable for other staff members to be certified, but not mandatory. Supervisors and instructors will need to show proof of certification prior to your start date.**
- **Required Orientation for KidZone, and X-Zone: Saturday, June 10**

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** will be 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.

(Level 2)

Wages: Start \$9.50 per hour

Salary adjusts annually depending on experience in this program
Season begins the third Saturday in June through Monday, Labor

Day

Pool hours are 1:00p to 6:00p daily and 1:00p to 8:00p on weekends

Lifeguard Applicants, please note:

- **Hours may 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.**
- **Qualified guards are encouraged to offer private swimming instruction for members of the community during the off-hours.**
- **UDC Pool patrons are primarily from the North Hills section of Upper Dublin Township although the pool is open to and used by the general community, including residents of Philadelphia. Private and public day camps visit the site for daily recreational swims.**

PARK ATTENDANT POSITIONS:

Upper Dublin Township is looking for 6 to 10 **responsible young people, ages 15 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. 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.

(Level 2)

Wages: Start \$8.25

Salary adjusts annually depending on experience in this program
The office and rest rooms at Mondauk Common open beginning the last Saturday in March (weather permitting) through the Sunday before Thanksgiving

the year)

Weekdays 4:30p -Dusk (7:00p-9:00p, depending on the time of

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. Maintenance Workers are directed and supervised by the RP Caretaker and/or Upper Dublin Township Parks Crew supervisors.

(Level 4)

Wages: Start at \$8.25 per hour

9-week program, Monday through Friday from the third Monday in

June through

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 work boots while on site. Attire appropriate for location and type of work is expected. Shirts provided by UDT.**