



## Summer Employment Opportunities

January 16, 2018

**Positions Available:** Counselor In Training (C.I.T.), Support Staff, Camp Counselor, Camp Supervisor

**Date:** 1/16/2018

### Application Process:

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The application deadline is Friday, February 23<sup>rd</sup>, 2018. Any applications received after this date, unless postmarked by that date, will not be considered for the initial hiring round. In the event that a second hiring process is needed, applicants who turned in an application after February 24th will be contacted at that time.

Not all applicants will receive an interview. Applicants will receive an email notifying them if they have, or have not, been selected for an interview. If an applicant is selected to be brought in, the email will contain a link to a website where the applicant is able to sign up for an interview date and time. Interviews will be held in early to mid-March.

All questions can be directed to Mike Lannutti, Program Coordinator at MLannutti@whitemarshwp.org or (610) 828.7276 x2403.

*Whitemarsh Township is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status.*

### Position Descriptions:

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#### Counselor In Training (C.I.T.):

- This is a volunteer position for applicants who wish to gain experience working in a camp environment. This program will teach applicants the basic job functions & duties of a camp counselor. Applicants will work side by side with staff members.
- Applicants must be 14 years or older.

#### Support Staff:

- This is a part-time position for applicants who are not offered an every-week camp counselor position, but will be used to fill in at the various camps as needed throughout the summer. Support Staff members will be brought in to assist the camps with special events & activities, as well as cover camp counselor shifts as needed. Shifts are generally 8 hours long, between 7:00am and 6:00pm.
- Applicants must be 15 years or older.

#### Camp Counselor:

- Applicants offered this position will be assigned to one of three camps – Cedar Grove (3-6 y/o), Miles Park (6-11 y/o), or Teen Camp (12-15 y/o). Camp Counselors assist with everyday camp activities, helping create safe, fun, and inclusive camp environment. Camp counselors must be able to commit to a minimum of 7 of the 9 camp weeks to be considered for this position. Shifts are generally 8 hours long, between 7:00am and 6:00pm.
- Applicants must be 15 years or older.

#### Camp Supervisor:

- This position is offered to applicants with excellent managerial skills, customer service, and experience working with children. Camp Supervisors are responsible for overseeing everyday camp operations including, but not limited to: managing camp staff, assisting with development of events & activities, ensuring the safety & accountability of all camp staff & participants. Camp Supervisors must be able to commit to a minimum of 8 of the 9 camp weeks to be considered for this position. Shifts are generally 8 hours long, between 7:00am and 6:00pm.
- Applicants must be 18 years or older.
- A teaching certificate or a minimum of 3 years of supervisory experience working with children is preferred.

### Requirements:

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- Must be dependable, enthusiastic, outgoing, and versatile, with excellent customer service & communication skills
- Must be able to fulfill the position's minimum number of required camp weeks between June 18<sup>th</sup> & August 17<sup>th</sup>
- Must obtain CPR/AED certification within 3 months of hire
- Must adhere to all current PA CPSL requirements
- Camp Supervisors must have a valid driver's license

*\*Please Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the department.*