

Summer Employment Opportunities - 2019

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

Date: 11/26/2018

Application Process:

The application deadline is Monday, February 25th, 2019. Any applications received after this date, unless postmarked by that date, will not be considered for the initial round of hiring. In the event that a second round of hiring is needed, applicants who turned in an application after February 25th 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 for an interview, the corresponding email will include a link containing the available dates & times to schedule an interview. Interviews will be held mid-to-late 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:

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

- This is an unpaid 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.
- Must be 14 years of age or older to apply.

Camp Counselor:

- Counselors assist with everyday camp activities, helping create safe, fun, and inclusive camp environment. Camp counselors generally work 40hrs per week and 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, and take place between 7:00am and 6:00pm.
- Whitemarsh Township offers three 9-week summer camps: Cedar Grove Camp (Ages 3-6), Miles Park Camp (Ages 6-11), and Teen Extreme Camp (Ages 12-15). Applicants will be considered for all positions in which they qualify for.
- Must be 15 years of age or older to apply.
- *Applicants must be 18 years of age or older to qualify for Cedar Grove Camp & Teen Extreme Camp Counselor positions.*
- For applicants interested in a position at Cedar Grove Camp, 30 or more credit hours from an accredited college or university in childhood education, child development, special education, elementary education or another human services field is preferred.
- Hourly rate of pay commensurate with experience.

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.
- Must be 18 years of age or older to apply.
- A teaching certificate or a minimum of 3 years of supervisory experience working with children is preferred.
- Hourly rate of pay commensurate with experience.

Requirements:

- 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 17th & August 16th.
- Must obtain or provide record of 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.*



Parks & Recreation Department
 2391 Harts Lane, Lafayette Hill, PA 19444
 Tel: (610) 828-7276 Fax: (610) 828-7391
 www.whitemarshparks.org

PARKS & RECREATION APPLICATION FOR EMPLOYMENT

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Position Applied For: Date Of Application:

Are You Seeking To Work: Full Time Part Time Seasonal

APPLICANT INFORMATION

Last Name: First Name: M.I.:
 Address: City: State: Zip:
 Cell Number: E-mail Address:

EDUCATION/TRAINING

| | Name Of School | Address | Course Of Study (If applicable) | Years Completed | Diploma/Degree |
|------------------------------|----------------|---------|------------------------------------|-----------------|----------------|
| High School | | | | | |
| Undergraduate Studies School | | | | | |
| Graduate Studies School | | | | | |
| Other (Please Specify) | | | | | |

Please List Any Specialized Training Or Qualifications:

Please List Any Extra Curricular Activities:

Please List Any Additional Information That May Be Helpful In Your Consideration:

Please Indicate Any Certifications You Currently Carry:

| | |
|---|---|
| <input type="checkbox"/> C.P.R. Expiring: <input type="text"/> | <input type="checkbox"/> Lifeguard Expiring: <input type="text"/> |
| <input type="checkbox"/> A.E.D. Expiring: <input type="text"/> | <input type="checkbox"/> Mandated Reporter Expiring: <input type="text"/> |
| <input type="checkbox"/> First Aid Expiring: <input type="text"/> | <input type="checkbox"/> Other Expiring: <input type="text"/> |

EXPERIENCE

Do You Have Any Experience Working With Children?: Yes No

If Yes, Please Explain:

Why Do You Want A
Job With The
Parks & Recreation
Department?

PLEASE PROVIDE THREE REFERENCES

| | Name | Relationship | Phone Number | Address |
|---|------|--------------|--------------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Please Provide Any
Date You Know You
Are Unavailable Over
The Next 90 Days:

PLEASE ANSWER THE FOLLOWING QUESTIONS

- If you are under 15 years of age, can you provide required proof of your eligibility to work? YES NO
- If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO
- Have you ever filled out an application with us before? If yes, when? _____ YES NO
- Have you ever been employed with us before? If yes, when? _____ YES NO
- Are you currently employed? YES NO
- If you are currently employed, may we contact your current employer? YES NO
- Are you currently on layoff status or subject to recall? YES NO
- If hired, are you able to furnish proof that you are eligible to work in the US? YES NO
- Are you able to perform the duties of the job in which you are applying with or without a reasonable accommodation? YES NO

EMPLOYMENT HISTORY (If Applicable)

EMPLOYER 1

Employer Name: Start Date: End Date:

Job Title: Starting Rate/Salary: Ending Rate/Salary:

Supervisor Name: Contact Number:

Work Performed:

Reason For Leaving:

EMPLOYER 2

Employer Name: Start Date: End Date:

Job Title: Starting Rate/Salary: Ending Rate/Salary:

Supervisor Name: Contact Number:

Work Performed:

Reason For Leaving:

EMPLOYER 3

Employer Name: Start Date: End Date:

Job Title: Starting Rate/Salary: Ending Rate/Salary:

Supervisor Name: Contact Number:

Work Performed:

Reason For Leaving:

EMPLOYER 4

Employer Name: Start Date: End Date:

Job Title: Starting Rate/Salary: Ending Rate/Salary:

Supervisor Name: Contact Number:

Work Performed:

Reason For Leaving:

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed forty-five (45) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that any employment relationship is contingent on the prospective Employee passing a pre-employment drug test, and completing all background checks and clearances required by the current Child Protective Services Law, per Township policy.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employers may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by the conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature Of Applicant

Date:

FOR DEPARTMENT USE ONLY

Date Received:

Arrange Interview?

YES

NO

Interview Date

(If Applicable):

Interview Status:

Remarks: