

JOB DESCRIPTION

Title: Part-time Program Staff

Reports To: Program Supervisors



Summary of Position:

Assist the program supervisor in the implementation of various recreational programs throughout the year.

Duties and Responsibilities:

- Provide a safe and fun environment for participants
- Assist in setting up and breaking down the program
- Assist parents and or participants during the program
- Arrive on time

Requirements:

- Good communication skills
- Good customer service skills
- Ability to work in different work environments
- Able to withstand periods of stooping, crouching, bending over, and walking
- CPR & First-Aid certification (can be provided by the Township)

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.



Whitemarsh TOWNSHIP

616 GERMANTOWN PIKE - LAFAYETTE HILL, PA 19444-1821
 TEL: 610-825-3535 FAX: 610-825-9416
 www.whitemarshtwp.org

PARKS & RECREATION APPLICATION FOR EMPLOYMENT

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.

(PLEASE PRINT)

POSITION APPLIED FOR:

DATE OF APPLICATION

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HOW DID YOU LEARN ABOUT US?

_____ Ad in the Paper	_____ Friend	_____ Walk In
_____ Web Site	_____ Relative	_____ Other

LAST NAME	FIRST NAME	MIDDLE NAME	
ADDRESS	CITY	STATE	ZIP
CELL NUMBER	HOME NUMBER	SOCIAL SECURITY NUMBER	

ARE YOU SEEKING TO WORK?	FULL TIME	PART TIME	SEASONAL

WHAT POSITION ARE YOU APPLYING FOR?

SPRING	SUMMER	FALL / WINTER
_____ Swimming Instructor	_____ Camp Counselor	_____ Swimming Instructor
_____ Lifeguard	_____ Camp Supervisor	_____ Lifeguard
_____ Pre-School Sports Coach	_____ Concession Stand Staff	_____ Pre-School Sports Coach
_____ Friday Night Staff	_____ Concession Stand Supervisor	_____ Friday Night Staff
_____ Youth Program Staff	_____ Park Ranger	_____ Youth Program Staff
_____ Park Ranger	_____ Counselor in Training (C.I.T.)	_____ Park Ranger
_____ Volunteer	_____ Volunteer	_____ Volunteer

PLEASE STATE ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL IN CONSIDERING YOU.

SPECIALIZED SKILLS

- | | |
|----------------------------|-------------------------|
| _____ P.C. | _____ PHONE |
| _____ MICROSOFT PUBLISHER | _____ CALCULATOR |
| _____ MICROSOFT WORD | _____ LAMINATOR MACHINE |
| _____ MICROSOFT EXCEL | _____ COPY MACHINE |
| _____ MICROSOFT POWERPOINT | _____ FAX MACHINE |

HAVE YOU EVER WORKED WITH CHILDREN BEFORE?

PLEASE CIRCLE ONE: YES NO

IF YES, IN WHAT FACET?

WHY DO YOU WANT A JOB IN PARKS & RECREATION

PLEASE PROVIDE THREE REFERENCES

	NAME	PHONE NUMBER	ADDRESS
1			
2			
3			

EMPLOYMENT HISTORY

EMPLOYER 1	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE	HOURLY RATE /SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			

EMPLOYER 2	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE	HOURLY RATE /SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			

EMPLOYER 3	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE	HOURLY RATE /SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			

PLEASE ANSWER THE FOLLOWING QUESTIONS	YES	NO
If you are under 15 years of age, can you provide required proof of your eligibility to work?		
If you are under 18 years of age, can you provide required proof of your eligibility to work?		
Have you ever filled out an application with us before? (If yes when?) _____		
Have you ever been employed with us before? (If yes when?) _____		
Are you currently employed?		
May we contact your current employer?		
Are you currently on layoff status or subject to recall?		

PLEASE LIST ANY DATES THAT YOU WILL BE UNAVAILABLE IN THE NEXT 6 MONTHS

PLEASE INDICATE CURRENT CERTIFICATIONS

_____ C.P.R.	CARD EXPIRES _____
_____ A.E.D.	CARD EXPIRES _____
_____ FIRST AID	CARD EXPIRES _____
_____ LIFEGUARD TRAINING	CARD EXPIRES _____
_____ OTHER _____	CARD EXPIRES _____

PLEASE PROVIDE YOUR EMAIL ADDRESS

<input type="text"/>																			
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PLEASE INDICATE SIZES

ALL APPLICANTS			
T-SHIRT SIZE			
_____ ADULT SMALL	_____ ADULT X-LARGE		
_____ ADULT MEDIUM	_____ ADULT 2X-LARGE		
_____ ADULT LARGE	_____ ADULT 3X-LARGE		

AQUATICS STAFF ONLY			
BATHING SUIT SIZE			
MALES		FEMALES	
_____ ADULT SMALL	_____ 28	_____ 36	
_____ ADULT MEDIUM	_____ 30	_____ 38	
_____ ADULT LARGE	_____ 32	_____ 40	
_____ ADULT X-LARGE	_____ 34	_____ 42	

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, 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 Employment 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 PERSONNEL DEPARTMENT USE ONLY

ARRANGE INTERVIEW? _____ YES _____ NO

INTERVIEW SCHEDULED FOR: _____

INTERVIEW STATUS

SECOND ROUND

NOT HIRING

HIRING

POSSIBLE

DATE OF HIRE: _____

JOB TITLE: _____

HOURLY RATE: _____ DEPARTMENT: _____

REMARKS:

