

Amity Township
Human Resources

2004 Weavertown Road, Douglassville, PA 19518
Phone 610-689-6000 ♦FAX 610-689-9870
www.amitytownshippa.com

JOB POSTING

RECREATION DEPARTMENT SEASONAL CAMP COUNSELOR PLAYGROUND LEADER

Amity Township is seeking applicants for the position of Playground Leader. The job description is attached. The 2019 rate is \$8.50 per hour. All interested parties please submit resume and application via mail or email to Kathie Benson no later than April 12, 2019 at 3:00PM.

Amity Township
Kathie Benson
2004 Weavertown Rd
Douglassville, PA 19518
kbenson@amitytownshippa.com

All successful applicants will be required to Provide Amity Township with:

- First Aid and CPR Certification
- Child Abuse Clearance
- PSP Criminal History
- Passing a Drug/Alcohol Screening

Positions available is dependent upon Camper Registrations.

This position is a Temporary-Seasonal, Non-Union Position

PLAYGROUND LEADER JOB DESCRIPTION

DESCRIPTION OF WORK:

General Definition: Responsible for the organization, development, and operation of a summer youth recreation program.

Supervision Received: Work is performed under the direction of the Playground Program Coordinator, and the Parks Recreation Board.

ESSENTIAL FUNCTIONS:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Effectively and efficiently carry out written and verbal job-related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain socially appropriate behavior
- Read labels and written instructions which are typically in English
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Work in coordination with others
- Work under pressure typically associated with this type of position
- Helps organize, participate & lead groups and individuals in various recreational, educational, athletic, dance and arts and crafts activities and programs.
- Assists participants in understanding regulations, rules & techniques of the activity or program.
- Assists and demonstrates procedures, materials, equipment and supplies necessary for the activity or program.
- Assists in arranging and directing tournaments, leagues, demonstrations, shows and other special events.
- Assists in determining that all desirable safety precautions are observed.

- Assists in developing programs & activities appropriate for all ages and both sexes; maintains control over equipment to ensure its proper use and return and to maintain required records. Performs related work as required.
- Assist in maintaining discipline and safety on playground.
- Assist in completing playground rosters, attendance, medical, accident incident forms as needed.

Essential Tasks/Responsibilities:

- Leaders shall speak and act in a professional manner, setting a good example for the children they are leading, by their actions and dress.
- Leaders shall not use profane language and signs. Clothing must be acceptable playground attire, T-shirts and shorts or jeans, sneakers and socks. No smoking allowed on playgrounds.
- Leaders shall keep a daily attendance record.
- At least one leader should be on the playground during open hours, unless previously approved by recreation Coordinator. Playgrounds shall be opened and staffed during stipulated hours. Closing shall be noted well in advance – also notify parents.
- Leaders shall provide daily schedule of events planned a week in advance with approval of Coordinator.
- Leaders shall provide weekly craft activities.
- Leaders shall workout schedule with Coordinator:
 - Coordinator must be notified in the event of illness or requested time off (in advance).
 - Leaders are paid only for hours worked
- Time cards must be submitted to and approved by the Coordinator according to the bi-weekly pay schedule. Time cards must be in the Township office by 9:00AM every other Monday.
- Leaders are responsible for keeping the play lot, park and pavilion litter free and taking care of all equipment. Be certain trash containers are emptied frequently. Pets are not allowed in parks/playgrounds and leaders shall enforce this rule.
- Leaders shall secure storage area and buildings at the end of the day, by locking doors and turning off lights. Report any loss of keys to the Coordinator. **IT IS UNLAWFUL TO DUPLICATE KEYS.**
- Problems on playgrounds shall be referred to the Recreation Coordinator
- Leaders shall schedule events on the playgrounds to include one major activity per week, also schedule arts and crafts times.
- Leaders shall encourage parents to transport their children to offsite events. However, leaders shall not assume any responsibility for arranging transportation by parents.
- Vandalism shall be reported immediately.
- Perform other related duties as required by the Park and Recreation Board under the direction of the Playground Coordinator.

MINIMUM QUALIFICATIONS

Age 16 or older. High School diploma or equivalent, training and experience which will provide for the knowledge, abilities and skills necessary to conduct and operate a program or activity (preferred); knowledge of rules, regulations and techniques of a recreation, educational, cultural and/or athletic event; basic knowledge of necessary safety precautions; ability to audibly perceive and verbally communicate with participants, parents and staff; ability to physically participate in and lead activities including, but not limited to: hiking, dancing, crafts, sports, such as basketball, volleyball, baseball and kickball; ability to understand, remember and carry out oral and written directions; ability to maintain discipline when necessary and to establish and maintain effective working relationships with participants, associates and the public.

Requires: First Aid and CPR certification
 Child Abuse Clearance
 PSP Criminal History
 Passing a Drug/Alcohol Screening

PART-TIME SEASONAL

WORK SCHEDULE: Hours vary: Monday – Friday (generally 9am-2pm)
SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements
 have been made with the supervisor

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state or federal law.

I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Printed Name: _____

Signature: _____

Today's Date: _____

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
	<input type="checkbox"/> Inquiry
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is: :..... AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

.....If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status

Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

1. _____ (Name) _____ () Phone # _____
_____ (Address)
2. _____ (Name) _____ () Phone # _____
_____ (Address)
3. _____ (Name) _____ () Phone # _____
_____ (Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

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 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 Employer 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 conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.