

# **EAST HANOVER TWP. 2018 SUMMER REC. PLAYGROUND PROGRAM**

## **COUNSELOR JOB DESCRIPTION / APPLICATION**

**JOB DESCRIPTION:** The East Hanover Twp. Summer Playground Program is an 8-week program offered to children who are entering 1<sup>st</sup> grade – 9<sup>th</sup> grade during the Fall of 2018, on Mondays-Fridays from 9am-12pm (Counselors work daily 8:30am-12:30pm with a few exceptions) beginning June 10 and ending August 3. This program is designed to provide supervised outdoor recreational opportunities for children including arts and crafts, special events, organized games and inter-playground competitions, creative play opportunities, and theme-based activities. Competitive compensation, staff shirts, and CPR/AED/First Aid training are provided.

### **Playground Leaders:**

- ❖ Must reside in or have resided in Lower Dauphin School District and be 16 years of age or older and have a minimum of 1 year experience working with children (residence within other school districts will be considered if additional staff are needed).
- ❖ Should be CPR/AED and First Aid Certified (in-house training is available to hired staff).
- ❖ Must be PA Mandated Child Abuse Reporter trained once hired (online training provided).
- ❖ Must be active, mature, responsible, enthusiastic, engaging, hands-on, committed to being a good role model, invested in working efficiently as a leader and team member with staff, and proficient at facilitating daily activities.
- ❖ Must come to work on time and with a positive attitude.
- ❖ Must be able to communicate professionally with parents, co-workers, and children.
- ❖ Must receive Child Abuse, Criminal History, and FBI background checks, paid for by EHT Park and Recreation Department.
- ❖ Must commit to working at least 6 out of 8 weeks the playground program is running. Additional requests for time off MAY be approved if coverage permits.
- ❖ Those hired who are under the age of 18 are required to provide work permit with application.

### **INTERVIEW PROCESS:**

- Applicants attend one of two group interview dates offered. Considerations will be given to college schedules which prohibit attendance at group interview.
- For the group interview, applicants are required to come prepared to run a small group playground game which they create or choose independently in advance. A written description of the game should be brought to the interview to turn into the program director. Applicants should be prepared to facilitate participation in the game from start to finish with other applicants **during the interview**. Fellow applicants are expected to participate in the game as playground participants would. You must provide equipment if any needed to run the game.
- Please call or email with any questions regarding what is expected during the interview.

**Submit application to East Hanover Twp. Park & Rec., 8848 Jonestown Rd. Grantville 17028**

**APPLICATION DUE DATE: March 31, 2018**

**2018 Important Dates:**

*June 10: Counselor Orientation (6:00p-8:00p) Park Pavilion*

*June 11: 1<sup>st</sup> Day of program (Staff arrives at 8:00a, early start for set-up)*

*Week of June 18: CPR/AED/First Aid Training – 2 days TBA (12:30p-3:30p)*

*August 3: Last day of program (Staff leaves at 1:00p, late dismissal for clean-up)*

**~2018 APPLICATION FOR SUMMER REC. PLAYGROUND PROGRAM~**

Name: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 If under the age of 18, Work Permit #: \_\_\_\_\_

**Group interview dates:**  
*Please circle dates you are available and you will be contacted to confirm:*

Wednesday, April 4 (6pm-8pm)  
 Saturday, April 7 (10am-12pm)

Location: EHT Municipal Building  
 8848 Jonestown Rd. Grantville 17028

**EDUCATION~**

Name of High School / College	Dates Attended	

**EMPLOYMENT~**

Name of Employer	Type of Work	Dates of Employment

**REFERENCES: NON-FAMILY MEMBERS ONLY / MUST PROVIDE 3~**

Name	Address	Phone #	Relationship

Related Skills / Experience: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please provide any additional information or comments you feel will be helpful in consideration of your application: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

# **COUNSELOR RESPONSIBILITIES AND DUTIES**

**\*\*\*\*PLEASE INITIAL TO SHOW YOUR UNDERSTANDING AND AGREEMENT\*\*\*\***

## **RESPONSIBILITIES:**

- Set a good example by being a positive role model for youth participants and CITs\_\_\_\_\_\*
- Help coordinate and fully implement daily activities for participants \_\_\_\_\_\*
- Socialize primarily with youth program participants rather than other counselors \_\_\_\_\_\*
- Be punctual; arrive prepared to begin promptly at scheduled start time\_\_\_\_\_\*
- Be an active part of all program activities\_\_\_\_\_\*
- Abide by all rules, policies and procedures\_\_\_\_\_\*
- Treat all campers equally, there should be no favorites\_\_\_\_\_\*
- Be cooperative with the program directors, counselors-in-training, your counselor peers, and the youth participants\_\_\_\_\_\*
- Be enthusiastic, energetic, actively participatory, helpful and have a positive attitude\_\_\_\_\_\*