

EAST HANOVER TWP. SUMMER RECREATION PLAYGROUND PROGRAM
RECREATION PROGRAM ASSISTANT JOB DESCRIPTION / APPLICATION

JOB DESCRIPTION: The East Hanover Twp. Summer Playground Program is an 8-week program offered to children who are entering 1st grade – 9th grade during the Fall of the upcoming school year, on Mondays-Fridays from 9am-12pm (Counselors work daily 8:30am-12:30pm with a few exceptions) beginning the first Monday after the last day of Lower Dauphin School District school year. This program is designed to provide supervised outdoor recreational opportunities for children including arts and crafts, special events, organized games, creative play opportunities, and theme-based activities. Competitive compensation, staff shirts, and CPR/AED/First Aid training are provided to hired staff.

- ❖ Must reside in or have resided in Lower Dauphin School District and be 16 years of age or older with child care experience (residence within other school districts may apply and will be considered if additional staff are needed once staff selection has been made and offers accepted from first set of interviews).
- ❖ 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).
- ❖ Expected to 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.
- ❖ Expected to come to work on time and with a positive attitude.
- ❖ Expected 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.
- ❖ May be offered voluntary additional work opportunities beyond Summer Playground Program through the end of one full year from date of hire to assist EHT Parks & Recreation Director with Department operations including but not limited to program planning and facilitation.

INTERVIEW PROCESS: Applicants are expected to attend one of two group interview dates offered. Considerations will be given to returning staff college schedules which prohibit attendance at group interview and additional circumstances as needed.

- For the group interview, applicants are required to come prepared to run a small group playground game or youth-oriented STEM activity which they create or choose independently in advance. A written description of the game / activity should be brought to the interview to turn into the program director. Applicants should be prepared to facilitate participation in the game activity 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 and / or supplies if any needed to run the game / activity.
- **APPLICATION DUE DATE: TBA**

**Submit application to East Hanover Twp. Park & Rec., 8848 Jonestown Rd. Grantville 17028
Contact East Hanover Township Parks & Recreation 717-469-0833 parkandrec@ehtdcpa.org**

2019 Important Dates:

Sunday June 9th; Counselor Orientation (6:00p-8:00p) Park Pavilion

Monday, June 10th; 1st Day of program (Staff arrives at 8:00a, early start for set-up)

CPR/AED/First Aid Training – 2 days TBA (12:30p-3:30p)

Friday, August 2nd; Last day of program (Staff leaves at 1:00p, late dismissal for clean-up)

~2019 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 3 (6pm-8pm)
 Saturday, April 6 (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_____*