

Mechanicsburg Area Parks & Recreation

1731 S. York Street * Mechanicsburg, PA 17055

691-4572 * mrec@mbgsd.org

Job Descriptions

Summer Adventure Camp

SAC is a day camp over the summer developed for children to spend the day outdoors doing various activities. This is a nine-week program and it is essential that you are available eight of the nine weeks if you are applying for a full-time position. SAC is offered June 4 - August 10, Monday-Friday, 7:00 am-5:30 pm. Mandatory training in May & June.

Summer Adventure Camp Leader:

- ❖ Must be **21 years of age or older** and a minimum of 3 years experience working with children
- ❖ Must have teaching certificate or studying education in college
- ❖ CPR and First Aid Certified, training will be available
- ❖ Must be able to lead counselors in daily activities/operations
- ❖ Must be dedicated to SAC and willing to organize games/daily activities for the campers
- ❖ Must be a positive role model for campers and employees
- ❖ Must come to work with a positive attitude and on time
- ❖ Must be able to communicate with parents, office and counselors
- ❖ Must provide a SAFE & FUN environment for SAC

Summer Adventure Camp Counselor:

- ❖ Must be **18 years of age or older** and a minimum of 1 year experience working with children
- ❖ CPR and First Aid certified, training will be available
- ❖ Must be dedicated to SAC and willing to help organize games/daily activities for campers
- ❖ Must supervise the campers at all times
- ❖ Must be a positive role model for campers and employees
- ❖ Must come to work with a positive attitude and on time
- ❖ Must communicate with Leader
- ❖ Must provide a SAFE & FUN environment for SAC

Playground Program

The Playground program is a free program offered to children living in Upper Allen, Mechanicsburg, and Shiremanstown. This is a nine-week program that begins June 11 and ends August 3, Monday-Thursday, 9:00 am-3:00 pm. Days/Times subject to change.

Playground Leader:

- ❖ Must be **16 years of age or older** and a minimum of 1 year experience working with children
- ❖ CPR and First Aid Certified, training will be available
- ❖ Must be creative and willing to organize games/daily activities
- ❖ Must come to work with a positive attitude and on time
- ❖ Must be able to communicate with parents, co-workers and office
- ❖ Must provide a SAFE & FUN environment

Interview Process All applicants will be expected to attend one of the group interview dates.

- ❖ Prepared to lead activities – You may bring props
 - 1 Large Group Game
 - 1 Small Group Game
 - 1 Song/Skit/Joke
- ❖ Props Provided
 - Cones
 - Balls

Please include a copy of your resume with your application.

No Applications will be accepted after March 2, 2018

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The Mechanicsburg Area School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities based on sex, race, religion, national origin, color or handicap. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries should be directed to Debra Stouffer, Compliance Officer.
Mechanicsburg Area School District, 100 E. Elmwood Avenue,
Mechanicsburg, PA 17055-4199.

APPLICATION FOR EMPLOYMENT SUPPORT SERVICES

Date _____

I. General Information

(Last) (First) (Middle)

Present Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Position(s) for which application is made

Dates available for group interview

____ Summer Adventure Camp Leader ____ Full Time ____ Friday, March 9, 2018
____ Summer Adventure Camp Counselor ____ Saturday, March 10, 2018
____ Playground Program ____ Part-Time ____ 4:30-6:30 pm
____ 9:00-11:00 am
____ 12:00-2:00 pm

***Times are not guaranteed**

Present Salary _____ Minimum you will accept _____ When can you begin service? _____

II. Personal Information

Are you a citizen of the USA? Yes _____ No _____

Have you ever been convicted of a misdemeanor, felony or any offense involving moral turpitude? _____

III. Educational Preparation (Schools attended as a student)

High School _____
(City) (State)

NAME AND LOCATION OF SCHOOL	DATES ATTENDED	MAJOR SUBJECT & SPECIAL TRAINING	DEGREE

Skills Related to Position: _____

IV. Work Experience

NAME AND ADDRESS OF EMPLOYER	TYPE OF WORK	SALARY	DATES	REASON FOR LEAVING

V. Other Activities (Experiences in working with young people, such as clubs, camps, scouting, playground supervision, etc.

(Please provide dates) _____

VI. References

NAME	POSITION OF REFERENCE	EMAIL	PHONE

VII. Additional Information: Please provide any additional information or comments you feel will be helpful in considering your application for employment.

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