

Chestnuthill Parks & Recreation

Camp: Monday, June 26- Friday August 04
Chestnuthill Township Park
221 Rt 715, Brodheadsville, PA 18322

Job Title: Counselor

Description: The Counselor is a recreation professional who conducts the Chestnuthill Parks & Recreation Summer Day Camp program with enthusiasm.

Required Certifications & Clearances

- American Red Cross Adult and Child CPR/AED
- PA State Police Criminal History
- Federal Criminal History Fingerprints
- American Red Cross First Aid
- PA Child Abuse History

He/she is accountable to the Chestnuthill Parks & Recreation Site Director. As a representative of Chestnuthill Parks & Recreation, responsibilities include:

Attendance

1. Sign in and out at the beginning and ending of each workday; daily attendance is mandatory. Maintain and submit accurate attendance records. Receive permission from the Site Director before leaving at the end of each program day. Call the Site Director no later than 7:30am to report an absence, unless prior notice has been given and accepted by the Site Director.
2. Attend all staff training sessions and meetings; read all newsletters and memos from supervisors; make use of Resource Library to provide engaging activities for campers.

Program Planning & Implementation

3. Create and execute weekly activity plans; supervise the safety, well-being, and entertainment of campers. Plan, lead, and supervise recreational activities with enthusiasm. Maintain order at all times while promoting a relaxed and pleasant atmosphere for campers. Report accidents and behavioral incidents to Site Director and parents; maintain appropriate records.
4. Evaluate camper participation in activities for fun and safety of all participants. Evaluate own interaction with campers and seek advice from Site Director when needed.

Supplies, Equipment & Property

5. Assist in the maintenance and safety of the program site and report problems to the Site Director. Help campers keep their areas neat to avoid becoming hazardous for themselves and others.
6. Treat all property, equipment, and supplies with respect and care. Transport required supplies and equipment to and from the site daily. Request supplies ahead of time with weekly activity plans. Do not purchase any supplies or equipment for the program.
7. Perform clean-up duties as directed after campers leave. Perform other tasks as directed by the Site Director.

Interpersonal & Public Relations

8. Maintain a positive, professional, and respectful attitude toward all campers, parents, and fellow Staff. Contribute toward good relationships with the neighborhood, parents,

municipalities, and school districts. Obey and enforce all Chestnuthill Parks & Recreation policies and rules.

9. Inform Site Director of changes in plans or locations prior to addressing parents. Help train Counselors in Training in leading activities and proper interaction with campers.
10. *Prohibited actions*: helping campers dress and change at any time, administering medications, sunscreens or lotions to campers; using cell phones while on duty.

FMI: (570) 992-7247

Send letter of interest, resume, and application via USPS to:
Chestnuthill Parks & Recreation
P. O. Box 243
Brodheadsville, PA 18322

Or send via email to David Albright at:
dalbright@chestnuthilltwp-pa.gov

Employment Desired:

Position:

Date You Can Start:

Salary/Hourly Desired:

Are You
Employed Now?

Yes

No

If So, May We Inquire of Your
Present Employer?

Yes

No

Are You Legally
Authorized to Work
in the U.S.?

Yes

No

Have You Ever
Applied To This
Company Before?

Yes

When:

No

Have You Ever
Worked For This
Company Before?

Yes

When:

No

Reason For Leaving:

How Did You Find
Out About This
Position:

Employment Agency

Newspaper

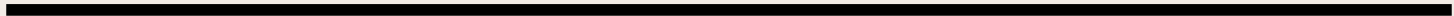
State Employment Office

College Placement

Walk In

Website

Other



General Information:

Subjects of Special Study/ Research Work:

Special Training, Certifications, or Licenses:

Special Skills, Foreign Languages, etc:

Military Service Record:

Have You Ever Served in
the US Armed Forces:

Branch of Service:

Yes

No

Discharge Date:

Rank:

Have you ever been dishonorably discharged from military service?

Yes

No

If Yes, Why?

Former Employers:

Name of Last or Present Employer:

Address:

City:

State:

Zip:

Starting Date:

Ending Date:

Job Title:

Salary/ Rate of Pay:

May We Contact Your Supervisor?

Yes

No

Name of Supervisor:

Supervisors Title:

Phone Number:

Description of Work:

Reason For Leaving:

Name of Previous Employer:

Address:

City:

State:

Zip:

Starting Date:

Ending Date:

Job Title:

Salary/ Rate of Pay:

May We Contact Your Supervisor?

Yes

No

Name of Supervisor:

Supervisors Title:

Phone Number:

Reason For Leaving:

Description of Work:

.....
Name of Previous Employer:

Address:

City:

State:

Zip:

Starting Date:

Ending Date:

Job Title:

Salary/ Rate of Pay:

May We Contact Your Supervisor?

Yes

No

Name of Supervisor:

Supervisors Title:

Phone Number:

Description of Work:

Reason For Leaving:

References (List Professional References Whom We May Contact):

Name:

Business:

Phone Number:

.....
Name:

Business:

Phone Number:

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Name:

Business:

Phone Number:

