

MILLBROOK MARSH NATURE CENTER STAFF: SPRING, SUMMER, FALL

PROGRAM LEADERS: (Up to 5 part-time positions)

- a. **Job Duties:** Planning and leading nature programs for children, assisting with and leading school group programs; assisting with planning special events and family programs.
- b. **Season:** April / May / June, Monday - Friday, 8:30 AM-2:30 PM. (Schedule based on program calendar, occasional weekend hours).
- c. **Pay Scale:** \$7.50-\$8.50/hr. depending on experience.
- d. **Qualifications:** Education/recreation background, experience working with young children and leading educational programs preferred.

INTERNS (PROGRAM ASSISTANTS): (3-4 positions)

- a. **Job Duties:** Work closely with the Recreation Supervisor to create, plan and lead environmental programs. Also assist with nature center operations and regular public programs and events, assist with all summer camps.
- b. **Season:** 14 weeks, Summer: May - August. Full time. Days and hours will vary.
- c. **Stipend:** A stipend of \$125 per week may be available for each full-time intern.
- d. **Qualifications:** Experience working with young children and leading group activities. Experience in program planning, outdoor education, or recreation a plus. Flexible hours necessary. College courses in environmental science, recreation & park management, or education are desired.

For a full job description, please contact Centre Region Parks & Recreation.

SPORT STAFF: WINTER & SPRING

INSTRUCTORS: YOUTH TUMBLING: (4 instructors, 1 substitute)

- a. **Job Duties:** Provide basic tumbling instruction for children ages 3-5 and entering K-2nd grades. The tumbling instruction would include introductory skills through movement activities, games, songs, techniques involving floor exercise, spring board, and low balance beam in a safe and effective manner.
- b. **Seasons:** Saturdays, 9 AM - 11:30 AM, mid-January - February - plus the potential for March - May
- c. **Pay Scale:** \$8.00/hr depending on qualifications.
- d. **Qualifications:** General knowledge of tumbling and gymnastics, desire and enthusiasm to work with children in a group setting, and a commitment to work the 6 Saturdays of each session; transportation necessary. Minimum age: 18.

INSTRUCTORS: SOCCER (up to 3 positions)

- a. **Job Duties:** Instruct youth ages 3-5.
- b. **Season:** March - May.
- c. **Pay Scale:** \$10.00/hr. depending on qualifications.
- d. **Qualifications:** Some soccer experience required. Minimum age: 18.

INSTRUCTOR: GOLF (1 position)

- a. **Job Duties:** Instruct youth ages 3-5.
- b. **Season:** April - May.
- c. **Pay Scale:** \$10.00/hr. depending on qualifications.
- d. **Qualifications:** Some golf experience required. Minimum age: 18.



SPORT STAFF: SPRING & SUMMER

Hours are subject to reduction or rescheduling due to inclement weather. Employees may be told to stay home (without pay) pending weather. For summer sports staff, CRPR will supply three staff shirts per season.

INSTRUCTORS: ADULT & YOUTH TENNIS (up to 2 positions)

- a. **Job Duties:** Teach tennis to adults or youth.
- b. **Season:** Monday through Thursday, **April & May**.
- c. **Pay Scale:** \$8.50-\$9.50/hr. depending on qualifications.
- d. **Qualifications:** Previous tennis experience required. Minimum Age: 18.

INSTRUCTORS: ADULT TENNIS (up to 2 positions)

- a. **Job Duties:** Teach tennis to adults.
- b. **Season:** Monday through Thursday, **June - August** (2-4 nights/week available).
- c. **Pay Scale:** \$9.00-\$10.00/hr. depending on qualifications.
- d. **Qualifications:** Previous tennis experience required. Minimum Age: 18.

INSTRUCTORS: YOUTH TENNIS (up to 9 positions)

- a. **Job Duties:** With information provided by the U.S.T.A., develop an overall curriculum that teaches the skills of tennis to a variety of abilities.
- b. **Season:** Monday through Friday, **June - August** (9 AM-1:30 PM & 6-8 PM). Schedule may vary based upon registration figures for particular sites.
- c. **Pay Scale:** \$8.00-\$10.00/hr. depending on qualifications/experience.
- d. **Qualifications:** Must have completed at least 11th grade with no less than two years varsity-level tennis playing experience. Possession of USPTR certificate will be accepted in place of playing experience. Minimum age: 17.

CAMP STAFF: SUMMER

DAY CAMP ASSISTANT SITE SUPERVISORS: (2 positions)

- a. **Job Duties:** Assist Site Supervisor in overseeing a staff of 11-13 Day Camp Leaders. Assume responsibility when Site Supervisor is not on site. Assist Day Camp Leaders with routine camp operations, procedures, and reports. Plan and execute daily morning openings and afternoon closings. Attend weekly staff meetings. Assist with recreational activities, field trips, special events, and assist in training Day Camp Leaders before season starts.
- b. **Season:** 8 weeks, June 21 - Aug. 13
Monday - Friday; additional days for training.
Shifts times: various shifts available during 7 AM -6 PM depending on the site.
- c. **Pay Scale:** \$8.25-\$8.50/hr. depending on experience.
- d. **Qualifications:** Ability to think on your feet; creativity & enthusiasm are critical. Supervisory & leadership experience preferred. Experience in planning/conducting youth programs and supervising children. Must possess a strong desire and enthusiasm for working with children of this age group. One year of college courses in education, recreation or physical education preferable. Diverse background/experience desired (sports, crafts, nature study) and a willingness to share knowledge and abilities. First Aid/CPR certification required. Minimum age: 18.

DAY CAMP LEADERS: (up to 19 positions)

- a. **Job Duties:** Plan, organize, and instruct daily and weekly recreational activities, field trips, and special events for children entering grades 1-6. Responsible for a group of 10-12 campers per week in a fun/safe environment. Lead activities that will require your participation and deal with discipline issues as they arise. Devise weekly program plans; assist Craft Instructor with arts and crafts lessons; help with snacks and beverage preparation; and attend weekly staff meetings.
- b. **Season:** 8 weeks, June 21 - Aug. 13
Monday - Friday, additional days for training.
Shifts times: various shifts are available during 7 AM - 6 PM depending on the site.

CAMP STAFF: SUMMER (Continued)

DAY CAMP LEADERS (CONTINUED)

- c. **Pay Scale:** \$7.75-\$8.25/hr. depending on qualifications/experience.
- d. **Qualifications:** Ability to think on your feet; creativity & enthusiasm are critical. Experience in planning/conducting youth programs and supervising children. Must possess a strong desire and enthusiasm for working with children of this age group. One year of college courses in education, recreation, or physical education preferable; but not necessary. Diverse background/experience desired (sports, crafts, nature study, etc.) and a willingness to share knowledge and abilities. Understanding of teamwork and ability to work well with others. First Aid/CPR certification recommended. Minimum age: 18.

WEE KIDVENTURE LEADERS: (up to 5 positions)

- a. **Job Duties:** Create, supervise, and lead recreational activities and special events for children ages 3-5; prepare snacks and beverages for campers; lead craft activities; lead activities that will require your participation; attend weekly meetings.
- b. **Season:** 8 weeks, June 21 - August 13. Monday - Friday (9 AM-Noon). Additional days for training.
- c. **Pay Scale:** \$7.75-\$8.00/hr. (Supervisor: \$8.00-\$8.50/hr.) depending on qualifications/experience.
- d. **Qualifications:** Experience in planning/conducting youth programs and supervising children. Must possess a strong desire and enthusiasm for working with children of this age group. One year of college courses in education, recreation, or physical education preferable; but not necessary. Diverse background/experience desired (sports, crafts, nature study, etc.) and a willingness to share knowledge and abilities. Understanding of teamwork and ability to work well with others. First Aid/CPR certification recommended (required for Site Supervisor). Minimum age: 18.

CRAFT INSTRUCTOR: (1 position)

- a. **Job Duties:** Floater - Work with Craft Supervisor to create and facilitate craft activities and special events for campers entering grades 1-6; prepare snacks & beverages for campers; assist the Day Camp Leaders with routine camp operations/procedures; attend field trips special events and weekly staff meetings. Fill in with camp groups as needed.
 - b. **Season:** 8 weeks, June 21 - Aug. 13
Monday - Friday (9 AM - 3 PM). Additional days for training.
 - c. **Pay Scale:** \$7.75-\$8.25/hr. depending on individual's qualifications.
 - d. **Qualifications:** Ability to think on your feet; creativity & enthusiasm are critical. Experience in planning/conducting youth programs and supervising children. Experience in leading arts & craft programs. Must possess a strong desire and enthusiasm for working with children of this age group. One year of college courses in education, recreation, or physical education preferable. Diverse background/experience desired (sports, crafts, nature study, etc.) and a willingness to share knowledge and abilities. Understanding of teamwork and ability to work well with others. First Aid/CPR certification recommended. Personal transportation required. Minimum age: 18.
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AQUATICS STAFF: SUMMER

The summer work schedules are subject to change due to weather.
Welch Pool will not be open in the summer of 2010 due to construction.

Note: Staff must furnish "Working Papers" if 17 years old or less



POOL MANAGERS: (2 positions) / Assistants (4 positions)

- a. **Job Duties:** Responsible for supervision of operations and activities at CRPR pool facilities, under the direction of the Aquatics Supervisor.
- b. **Season:** Park Forest Pool: Memorial Day to Labor Day
- c. **Hours:** Pools are open seven days a week
- d. **Pay Scale:** \$8.50- \$9.00/hr. depending on qualifications/experience.
- e. **Qualifications:** Must possess current American Red Cross Lifeguard, CPR for the Professional Rescuer, and First Aid certificates. Enclose copies of certificates with application. Minimum age: 20.

INSTRUCTORS: (Up to 18 part-time positions at Park Forest Pool and SCAHS Natatorium)

- a. **Job Duties:** Instructing swimming lessons for children. Prepare weekly activity plans; work with other instructors and supervise instructor aids. Additional duties as assigned by the Pool Managers or Aquatics Supervisor.
- b. **Season:** Early-June - Early August. Indicate on application the specific dates you can start and finish.
- c. **Hours:** Monday-Friday, 10 AM-Noon and/or 5:30 PM - 8 PM. _____
- d. **Pay Scale:** \$8.50-\$9.00/hr. depending on qualifications or teaching experiences. _____
- e. **Qualifications:** American Red Cross Water Safety Instructor certificate preferred (enclose photocopies of certifications with application). Experience working with children and adults preferable. Must have a positive attitude toward helping patrons learn to swim or improve their swimming. Minimum age: 17.

SWIM LESSON AIDES: (Up to 15 part-time positions at Park Forest Pool and SCAHS Natatorium)

- a. **Job Duties:** Assist with instructing swimming lessons for children. Additional duties as assigned by the Instructors, Pool Managers or Aquatics Supervisor.
- b. **Season:** Early June - Early August. Indicate on application the specific dates you can start and finish.
- c. **Hours:** Monday - Friday, 10 AM-Noon and/or 5:30 PM - 8 PM.
- d. **Pay Scale:** \$7.40-\$7.60/hr. depending on qualifications or teaching experiences.

LIFEGUARDS: (Full-time, part-time, and substitute positions for Park Forest Pool)

- a. **Job Duties:** Patron Safety, Patron Safety, Patron Safety!
Prevent accidents and injuries. Keep facility safe and clean. Responsible to Pool Manager at assigned facility.
- b. **Season:** Memorial Day - Labor Day. Indicate on application the specific dates you can start and finish.
- c. **Hours:** Pools are open 7 days/week; shifts available during all hours of operation.
- d. **Pay Scale:** \$7.40-\$7.80/hr., depending on qualifications & experience.
- e. **Qualifications:** Must possess current American Red Cross Lifeguard, CPR/AED for the Professional Rescuer, and First Aid certificates. Enclose photocopies of certifications with application. Minimum age: 15.

FRONT DESK ATTENDANT: (Up to 12 positions: at Park Forest Pool, Work may include shifts at the High School Natatorium.)

- a. **Job Duties:** Greeting and registration of patrons, balancing daily receipts, answering phone, cleaning office, and other duties assigned by the Aquatics Supervisor and Pool Managers.
- b. **Season:** Memorial Day - Labor Day. Indicate on application the specific dates you can start and finish..
- c. **Hours:** Pools are open 7 days/week; shifts available during all hours of operation.
- d. **Pay Scale:** \$7.50/hr. - \$7.80/hr., depending on experience
- e. **Qualifications:** Experience with customer-oriented service, computer operation, and working with payments & deposits; experience working with children a plus. Minimum Age: 18.

PARK MAINTENANCE STAFF: SPRING, SUMMER, FALL

All hours subject to reduction during inclement weather (without pay). Overtime and/or weekend work may be scheduled. Indicate on the application the specific dates you can start and finish. For maintenance staff, CRPR will furnish 4 staff shirts per season, which must be worn during regular working hours. Additional shirts will be available for purchase.

Maintenance staff must furnish and wear steel-toed work boots at all work times.

ROVING CREW WORKER: (5 positions, 2 of which are Crew Leaders)

- a. **Job Duties:** Work will involve trash collection, park cleaning, painting, mowing, ballfield maintenance, special event setup, restroom cleaning, minor repairs and construction, and other maintenance jobs as assigned.
- b. **Season:** April - November.
- c. **Hours:** Monday-Friday, 7 AM - 3 PM, up to 40 hrs/week. Schedule may include 1-day of weekend work.
- d. **Pay Scale:** \$9.00-\$10.25/hr. depending on qualifications/experience.
- e. **Qualifications:** High school diploma, prior experience with machines and grounds maintenance. Supervisory experience is a plus. Minimum age: 21.

PARKS CARETAKER: (5 positions, 2 of which are Crew Leaders)

- a. **Job Duties:** Mowing, trimming, trash collection, minor repairs, landscaping, restroom cleaning, other jobs as assigned
- b. **Season:** April through mid-November.
- c. **Hours:** Monday-Friday, 7 AM-3 PM, 40 hrs./wk.
- d. **Pay Scale:** \$9.00-\$10.00/hr. depending on qualifications/experience.
- e. **Qualifications:** Experience in grounds maintenance. Some mechanical experience beneficial. Must be a self-starter and be able to deal tactfully with the public. Minimum age: 18.

PARKS MOWER OPERATOR: (4 positions, 1 of which will be Crew Leader)

- a. **Job Duties:** Litter pickup, mowing and trimming park areas and other maintenance duties as assigned.
- b. **Season:** May-Labor Day, with some positions from early-April through November.
- c. **Hours:** Monday-Friday, 7 AM-3 PM.
- d. **Pay Scale:** \$9.25-\$10.25/hr. depending on qualifications and experience and position.
- e. **Qualifications:** Experience operating tractors/mowers/trucks. Mechanical abilities a plus. Minimum age: 18.

ATHLETIC FACILITY MAINTENANCE WORKER: (2 positions, 1 of which will be a Crew Leader)

- a. **Job Duties:** Grooming, lining, setup, minor repairs on ballfields and courts, plus other maintenance jobs as assigned
- b. **Season:** May-Labor Day, Plus 1 position from early April through October may also be available.
- c. **Hours:** Monday-Friday, 9 AM - 5 PM, up to 40 hrs./wk. weather-permitting.
- d. **Pay Scale:** \$9.50-\$10.00/hr. depending on qualifications/experience.
- e. **Qualifications:** Experience in grounds maintenance and on tractors/mowers/trucks. Previous athletic field work a plus. Minimum age: 18.

Centre Region Council of Governments
CENTRE REGION PARKS & RECREATION

2643 Gateway Drive #1, State College, PA 16801
(814) 231-3071 Fax: 814.235.7832

www.crpr.org
Email: crpr@crcog.net

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