

CENTRE REGION PARKS & RECREATION
SEASONAL EMPLOYMENT OPPORTUNITIES
WINTER, SPRING & SUMMER 2012

*THE POSITIONS INVOLVE WORK AT THE NATURE CENTER, SPORT PROGRAMS,
AQUATICS, PARKS MAINTENANCE, DAY CAMPS OR THE AGENCY OFFICE*

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PLEASE READ THIS BEFORE COMPLETING AN [APPLICATION FORM](#).

NOTE: In 2003, the CRPR Board adopted the "CRPR Child Safety Policy" which requires **criminal background checks** and **child abuse clearances** from the Commonwealth of PA. on (1) all CRPR program staff 18 years and older working with children under age 18 and (2) all parks maintenance staff. In 2008, the Child Safety Policy was strengthened to include a nationwide background check by the agency. Before you apply, please review the [Child Safety Policy](#) at the CRPR website. Employment will be contingent upon a review of those clearances.

- A. All applicants, including former employees, must complete a [CRPR Application Form](#) each calendar year. All seasonal employees are employed one year at a time. Resumes may supplement, but not replace an Application Form.
- B. All the positions are hourly, seasonal, and carry NO benefits (other than Worker's Compensation Insurance for on-the-job injuries).
- C. Priority will be given to applicants residing in the Centre Region. Further, we prefer to hire not more than one person per family.
- D. **Application deadlines: Open until positions are filled. Also indicate the start and end dates that you will be available for summer employment, if selected.**
We will contact and schedule interviews with the applicants that best meet the qualifications listed. If you are a college student, note on your application the dates of your spring breaks or dates away from State College, in the event we wish to schedule an interview.
- E. Note your position preferences on your application (#1 Tennis Instructor, #2 Day Camp Leader, etc.). We will try to meet your #1 preference or, if you so indicate, consider you for more than one part-time position.
- F. Please note the minimum age requirements listed with each position.
- G. A photocopy of your driver's license must be submitted with your employment application.

OFFICE ASSISTANT: SUMMER

OFFICE ASSISTANT: 1 position

Job Duties: Provide assistance to the main office staff by answering phones, providing customer service, filing, assisting with program registrations, and other office duties as assigned.

Work Schedule: May 1 - August 31, Monday - Friday (10 AM - 3 PM) 25 hrs./week.

Pay Scale: \$8.00/hr. depending on qualifications and experience.

Qualifications: Must have prior computer experience, be able to deal courteously with a variety of people, and have good communication skills. Minimum age: 18.

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MILLBROOK MARSH NATURE CENTER STAFF: SPRING & SUMMER

PROGRAM LEADERS: Up to 5 part-time positions

- Job Duties: Planning and leading nature programs for children, assisting with and leading school group programs; assisting with planning special events and family programs.
- Season: April / May / June, Monday - Friday, 8:30 AM - 2:30 PM
Schedule based on program calendar, occasional weekend hours.
- Pay Scale: \$8.00 - \$9.00/hr. depending on experience.
- Qualifications: Education/recreation background, experience working with young children and leading educational programs preferred.

INTERNS (PROGRAM ASSISTANTS): 3 - 4 positions

- Job Duties: Work closely with the Recreation Supervisor to create, plan and lead environmental programs. Assist with nature center operations, programs and events, plus assist with summer camps.
- Season: 14 weeks, Summer: May - August. Full time. Days and hours will vary.
- Stipend: A stipend of \$125 per week may be available for each full-time intern.
- 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.

SPORTS STAFF: WINTER, 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: SOCCER, GOLF, FOOTBALL & BASKETBALL: up to 6 positions

- Job Duties: Instruct youth ages 3 - 5.
- Season: Varies depending on sport (March - July).
- Pay Scale: \$10.00/hr. depending on qualifications.
- Qualifications: Some experience required. Minimum age: 18.

INSTRUCTORS: ADULT & YOUTH TENNIS: up to 4 positions

- Job Duties: Teach tennis to adults or youth.
- Season: Monday - Thursday, April & May.
- Pay Scale: \$9.00 - \$10.00/hr. depending on qualifications.
- Qualifications: Previous tennis experience required. Minimum Age: 18.

INSTRUCTORS: ADULT TENNIS: up to 2 positions

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

INSTRUCTORS: YOUTH TENNIS: up to 9 positions

- 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.
- Season: Monday - Friday, June - August (9 AM - 1:30 PM & 6 - 8 PM).
Schedule may vary based on registration figures for particular sites.
- Pay Scale: \$8.00 - \$10.00/hr. depending on qualifications and experience.
- Qualifications: Must have completed at least 11th grade with no less than two years varsity-level tennis playing experience. USPTR certificate will be accepted in place of playing experience. Min age: 17.

DAY CAMP STAFF: SUMMER

DAY CAMP - SITE SUPERVISORS: 2 positions

- Job Duties:** Provide daily direction for KIDVenture site and staff. Plan and implement a quality, exciting yet safe summer day camp program for children entering grades 1-6. Train and supervise a staff of 11-13 Day Camp Leaders. Responsible for building and maintaining staff morale through teamwork, activities and events. Lead weekly staff meetings; handle day to day operations; maintain weekly rosters, incident reports, etc. Assist leaders in preparing weekly program plans and daily activities. Prepare weekly newsletter for parents. Act as a liaison between camp and parents. This position reports directly to the Recreation Supervisor.
- Season:** 8 weeks, June 18 - August 10. Monday - Friday; additional days for training.
Shifts times: various shifts available during 7:00 AM - 6:00 PM depending on site.
- Pay Scale:** \$9 - \$9.25/hr. depending on experience.
- Qualifications:** Ability to think on your feet (creativity and enthusiasm are critical). Prior supervisory & leadership experience required. Experience in planning/conducting youth programs for children. Must possess a strong desire and enthusiasm for working with children of this age group, as well as adult staff. Strong organizational and communication skills. 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 - ASSISTANT SITE SUPERVISORS: 2 positions

- Job Duties:** Assist Site Supervisor in overseeing a staff of 11-13 Day Camp Leaders for an 8 week session of camp. Provide daily direction of KIDVenture Camp site and staff when the Site Supervisor is not present. Assist Day Camp Leaders with routine camp operations, procedures and reports. Help build staff morale & positive working environment. Handle daily check-in of campers and communicate with parents. Plan and lead activities and special events for campers and staff. 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.
- Season:** 8 weeks, June 18 - August 10. Monday - Friday; additional days for training.
Shifts vary depending on site (between 7 AM - 6 PM).
- Pay Scale:** \$8.25 - \$8.50/hr. depending on experience.
- Qualifications:** Ability to think on your feet (teamwork, creativity & enthusiasm are critical). Supervisory & leadership experience preferred. Experience in planning/conducting youth programs and supervising children. Must enjoy working and interacting 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

- Job Duties:** Plan, organize and lead daily and weekly recreational activities, field trips, and special events for children entering grades 1-6 with energy & enthusiasm. 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. Be able to think outside the box and devise creative weekly program plans and make memories for you and the campers; assist Craft Instructor with arts and crafts lessons; help with snacks and beverage preparation; attend weekly staff meetings.
- Season:** 8 weeks, June 18 - August 10. Monday - Friday; additional days for training.
Shifts times: various shifts are available during 7 AM - 6 PM depending on the site.
- Pay Scale:** \$7.75 - \$8.25/hr. depending on qualifications and experience.
- Qualifications:** Ability to think on your feet (creativity & enthusiasm are critical). Thinking outside of the box

when planning activities is a must. Experience in planning/conducting youth programs and supervising children. Must enjoy working and interacting 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 DAY CAMP LEADERS: up to 5 positions

Job Duties: Ability to think on your feet; creativity & enthusiasm are critical. 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.

Season: 8 weeks, June 18 - August 10. Monday - Friday (8:30 AM - Noon). Additional days for training.

Pay Scale: \$7.75 - \$8.00/hr. (Supervisor: \$8.00 - \$8.50/hr.) depending on qualifications and experience.

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. Must be able to think outside the box and devise creative weekly program plans and make memories for you and the campers. 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.

DAY CAMP LEADERS - WONDERFUL WETLANDS CAMP: 6 positions (for a 1-week camp)

Job Duties: Plan, organize and oversee daily recreation activities during this one week camp. Each leader will be responsible for their own small group. Based at Millbrook Marsh Nature Center.

Season: 1 week: August 6 - 10 8:00 AM - 5:00 PM

Pay: \$8.00 - \$8.50/hr based on experience

Qualifications: Experience with kids or in a camp setting; ability to provide group management and leadership; ability to participate with a team and be enthusiastic. Minimum age: 18

DAY CAMP CRAFT INSTRUCTOR: 1 position

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.

Season: 8 weeks, June 18 - August 10. Monday - Friday (8 AM - 3 PM). Additional days for training.

Pay Scale: \$8.00 - \$8.25/hr. depending on individual's qualifications.

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. Must be able to think outside the box and devise creative weekly program plans and make memories for you and the campers. 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.

PARK MAINTENANCE STAFF: SPRING, SUMMER, FALL

All hours subject to reduction during inclement weather (without pay). Indicate on the application the specific dates you can start and finish. CRPR will furnish 4 staff shirts per season, which must be worn during regular working hours. **Maintenance staff must furnish and wear steel-toed work boots at all work times.**

ROVING CREW WORKER: 5 positions including 2 Crew Leaders

Job Duties: Work will involve trash collection, park cleaning, painting, mowing, ballfield maintenance, special event setup, restroom cleaning, minor repairs and construction, and other jobs as assigned.

Season: April - November. Exact season start and end date to be determined by Supervisor

Hours: Typically 7 AM - 3 PM, up to 40 hrs/week. Weekend work will be scheduled.

Pay Scale: \$9.00 - \$12.00/hr. depending on qualifications and experience.

Qualifications: High school diploma, prior experience with machines and grounds maintenance. Good work ethic and supervisory experience is a plus. Minimum age: 18.

PARKS CARETAKER: 5 positions including 3 Crew Leaders

Job Duties: Mowing, trimming, trash collection, minor repairs, landscaping, restroom cleaning, other jobs as assigned.

Season: April - November. Exact season start and end date to be determined by Supervisor

Hours: Typically 7 AM-3 PM, up to 40 hrs./wk. Weekend work as scheduled.

Pay Scale: \$9.00 - \$12.00/hr. depending on qualifications/experience.

Qualifications: Experience in grounds maintenance. Some mechanical experience beneficial. Must be a self-starter with good work ethic and be able to deal tactfully with the public. Minimum age: 18.

PARKS MOWER OPERATOR: 4 positions, including 1 Crew Leader

Job Duties: Litter pickup, mowing and trimming park areas and other maintenance duties as assigned.

Season: April - Labor Day (or later) . Exact season start and end date to be determined by Supervisor.

Hours: Typically Monday - Friday, 7 AM-3 PM. Weekend work as scheduled.

Pay Scale: \$9.25 - \$12.00/hr. depending on qualifications and experience and position.

Qualifications: Experience operating tractors/mowers/trucks. Mechanical abilities a plus. Minimum age: 18.

ATHLETIC FACILITY MAINTENANCE WORKER: 3 positions including 1 Crew Leader

Job Duties: Grooming, lining, setup, minor repairs on ballfields and courts. Other jobs as assigned.

Season: May-Labor Day. In addition, 1 position from early April through October may also be available.

Hours: Typically 7 AM - 3 PM, however, schedules will vary to meet field requirements (up to 40 hrs./wk).

Pay Scale: \$9.50 - \$12.00/hr. depending on qualifications and experience.

Qualifications: Experience in grounds maintenance and on tractors/mowers/trucks. Previous athletic field work a plus. Minimum age: 18. Weekend work will be scheduled in advance.

AQUATICS STAFF: SUMMER

The summer work schedules are subject to change due to weather. Indicate on application specific dates you can start and finish. **Staff must furnish "Working Papers" if 17 years or younger.**

POOL MANAGERS: 2 positions for Managers, 4 positions for Assistant Pool Managers

Job Duties: Responsible for supervision of operations and activities at CRPR pool facilities, under the direction of the Aquatics Supervisor.

Season: Memorial Day Weekend through Labor Day Weekend

Hours: Pools are open seven days a week

Pay Scale: \$9.00 - \$9.50/hr. depending on qualifications/experience.

Qualifications: Must possess current American Red Cross Lifeguard, CPR for the Professional Rescuer, and First Aid certificates. Enclose copies of certificates with application. Min. age: 20.

INSTRUCTORS: Up to 18 part-time positions

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.

Season: Early June - Early August. Indicate on application specific dates you can start and finish.

Hours: Monday - Friday, 10 AM - Noon and/or 5:30 PM - 8 PM.

Pay Scale: \$8.50 - \$9.00/hr. depending on qualifications or teaching experiences.

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 18 part-time positions

Job Duties: Assist with instructing swimming lessons for children. Additional duties as assigned by the Instructors, Pool Managers or Aquatics Supervisor.

Season: Early June - Early August. Indicate on application specific dates you can start and finish.

Hours: Monday - Friday, 10 AM - Noon and/or 5:30 PM - 8 PM.

Pay Scale: \$8.00 - \$8.50/hr. depending on qualifications or teaching experiences.

LIFEGUARDS: Full-time, part-time and substitute positions

Job Duties: Patron Safety, Patron Safety, Patron Safety!
Prevent accidents and injuries. Keep facility safe and clean. Reports to Pool Manager.

Season: Memorial Day Weekend through Labor Day Weekend.

Hours: Pools are open 7 days/week; shifts available during all hours of operation.

Pay Scale: \$8.00 - \$8.80/hr., depending on qualifications and experience.

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 18 part-time positions

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.

Season: Memorial Day Weekend through Labor Day Weekend. Indicate on application the specific dates you can start and finish.

Hours: Pools are open 7 days/week; shifts available during all hours of operation.

Pay Scale: \$8.00 - \$8.80/hr., depending on experience

Qualifications: Experience with customer-oriented service, computer operation, and working with payments & deposits; experience working with children a plus. Minimum Age: 16.