

CENTRE REGION PARKS & RECREATION AUTHORITY

SEASONAL EMPLOYMENT OPPORTUNITIES

2018

PLEASE READ BEFORE COMPLETING AN APPLICATION.

- All applicants must complete a CRPR Application for Employment to be considered for employment. Resumes may supplement, but not replace an Application Form.
- Returning employees must also re-apply for seasonal work each year, and that process is initiated by the Supervisor.
- **Positions are open until filled. Please indicate the start and end dates that you are available for employment. You will be considered even if you are not able to complete a full outdoor season (typically March-November).**
- All positions are hourly and seasonal, and carry NO benefits (other than Worker's Compensation Insurance for on-the-job injuries).
- Note your position preferences on your application (#1 Tennis Instructor, #2 Day Camp Leader, etc.). We will try to meet your preference or, if you so indicate, consider you for more than one part-time position.
- Please note the minimum age requirements listed with each position.
- Priority is given to applicants residing in one of the five participating municipalities. Further, we prefer to hire no more than one person per family if the application is for the same facility.
- The most qualified individuals will be contacted and scheduled for interviews. If you are a college student, please 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.
- All staff age 17 and younger must provide Working Papers prior to the first day of work. See your School Guidance Counselor to apply for working papers.

MILLBROOK MARSH NATURE CENTER

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

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: \$10.00-\$10.50/hr. pending qualifications and experience.

Qualifications: Education/recreation background, experience working with young children and leading educational programs preferred.

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

Job Duties: Work closely with the Nature Center Supervisor and Program Coordinator to create, plan and lead environmental programs. Assist with nature center operations, programs and events, plus assist with summer camps. Full Job Description available at www.crpr.org.

Season: 14 weeks, May-August. Full time, days and hours vary.

Stipend: A stipend of \$150 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.

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 is responsible for their own small group.

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

Pay: \$10.00-\$10.50/hr. pending qualifications and 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

PROGRAM VOLUNTEERS: The nature center is seeking enthusiastic, energetic volunteers to help lead nature programs at the center and organized, efficient, volunteers with professional communication skills to assist with event preparation and marketing/outreach. Great for students who need volunteer hours and community members to get involved in this amazing nature setting! For more information on volunteer opportunities, please visit www.crpr.org and view Millbrook Marsh's volunteer opportunities.

SPORTS DEPARTMENT

Hours are subject to reduction or rescheduling due to inclement weather. For summer sports staff, CRPR will supply two staff shirts per season.

INSTRUCTORS: ADULT & YOUTH TENNIS: up to 4 positions

Job Duties: Teach tennis to adults or youth.

Season: Monday - Thursday, April & May.

Pay Scale: \$9-\$10/hr pending qualifications and experience.

Qualifications: Previous tennis experience required. Minimum age: 16.

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-\$10/hr pending qualifications and experience.

Qualifications: Previous tennis experience required. Minimum age: 16.

INSTRUCTORS: YOUTH TENNIS: up to 4 positions

Job Duties: With information provided by the USTA, develop an overall curriculum that teaches the skills of tennis to a variety of abilities.

Season: Monday - Friday, June-August

Schedule may vary based on registration figures for particular sites.

Pay Scale: \$9-\$10/hr pending qualifications and experience.

Qualifications: Must have completed at least 11th grade with no less than two years varsity-level tennis playing experience. USPTR certificates accepted in place of playing experience. Minimum age: 16.

SUMMER DAY CAMP

SUMMER DAY CAMP COORDINATOR: 1 position

Job Duties: Oversees the operations of a Summer Day Camp site with 100 children entering grades 1-6, per week. Works with the Recreation Supervisor, camp staff, and local businesses to develop a summer day camp program consistent with the needs and interests of the community. This is a supervisory position that requires extensive planning, organization and decision-making.

Season: Mid-March-End of August

- Mid-March – June 15, Part-time @4 hrs/week (Camp prep and staff interviews)
- June 18-August 10, Full-time @40 hours/week (Camp season)
- August 13-17, part-time @8 hrs/week to clean up and evaluate

Pay Scale: \$15/hour pending qualifications and experience

Qualifications: Strong leadership, organizational, and supervisory skills, working with children in camp setting, good oral and written skills, patience, and the ability to multi-task. Minimum age is 21 yrs.

Requirements: successful completion of background check, experience/education in recreation, education or related field, 2 yrs. summer camp experience, CPR/FA/AED certification, and computer skills.

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, creativity & enthusiasm. Responsible for a group of 10-12 campers per week in a fun/safe environment. Create and 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, Monday-Friday, June 18-August 10; additional days for training. Shifts times: various 6-7 hour shifts are available during 7 AM - 6 PM depending on the site.

Pay Scale: \$9:00-\$9.50/hr.; pending 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. Must be able to work independently. 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 required. Minimum age: 18.

DAY CAMP CRAFT INSTRUCTOR: 1 position

Job Duties: Work with Site Supervisor to create and facilitate craft activities and special events for campers entering grades 1-6; 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. 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 arts and crafts projects for campers in 1st-6th grades, and make memories for you and the campers

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

Pay Scale: \$8.50-\$9.00/hr. pending qualifications and experience.

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 in grades 1-6 and to 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 required. Personal transportation required. Minimum age: 18.

WEEKIDVENTURE - SITE SUPERVISOR: 1 position

Job Duties: Oversee Day Camp site with 100 children per week. Provide daily direction for WeeKIDventure site and staff. Plan and implement a quality, creative and safe summer day camp program for children ages 3-5. Train over a 2 day period and supervise a staff of 5 Day Camp Leaders for an 8 week camp program. 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 Camp Coordinator and Recreation Supervisor.

Season: 8 weeks, June 18-August 10. Monday-Friday; additional days for training.

Shifts times: 10:30 AM-5:30 PM

Pay Scale: \$11-11.50/hr; pending qualifications and 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.

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: \$9.00-\$9.25/hr., pending qualifications and experience.

Qualifications: Experience in planning/conducting youth programs and supervising children. Must possess a strong desire to work with children and enthusiasm. 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 required. Minimum age: 18.

PARK MAINTENANCE

PARKS CARETAKERS – 10-12 positions

The active parks season runs from March-November, and the Agency hires throughout the season for partial- and full-season positions. Starting rates vary depending on skills, and supervisory positions are available as well. There are multiple shift options and coverage includes weekdays and/or weekends. Job duties vary from general park maintenance, painting, mowing, ballfield and sportsfield preparation, special event set-up, custodial work, minor repairs, string-trimming, trash collection, landscaping, tournament oversight, and more.

Indicate on the employment application the specific dates you can start and finish as various schedules are available (ex.: 20-hr. shifts, 40-hr. shifts, weekdays, weekends, daytime, evening, etc.).

CRPR provides staff shirts each season, which must be worn during regular working hours. **Maintenance staff must furnish and wear steel-toed/safety-toed work boots at all work times.** All hours subject to reduction during inclement weather (without pay).

Minimum age is 18 yrs. Minimum requirements include high school diploma, prior experience with landscaping/maintenance equipment, valid PA Driver's License, and a good work ethic.

AQUATICS

Summer work schedules are subject to change due to weather.

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: \$8.50-\$9.20/hr. pending qualifications and experience.

Qualifications: Must possess current American Red Cross Lifeguard, CPR/AED for the Professional Rescuer, and First Aid certifications. Enclose photocopies of certifications with application. Minimum age: 15.

SWIM LESSON 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-\$9.20/hr. pending qualifications or teaching experience.

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: \$8.30 - \$9.00/hr. pending qualifications or teaching experience. Minimum age: 14.

FRONT DESK ATTENDANT: Up to 18 part-time positions

Job Duties: Greeting and registration, 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: \$8.30 - \$9.00/hr. pending qualifications and experience.

Qualifications: Customer Service Oriented, Computer Skills, working with payments & deposits; Experience working with children a plus. Minimum age: 16.

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: \$9.50-\$10.00/hr. pending qualifications and experience.

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.