



East Pennsboro Township 2017 SEASONAL JOB VACANCY NOTICE

Job Title: Summer Day Camp Associate
Department: Recreation
Reports to: Summer Day Camp Coordinator
Shifts: M-F between 7:30am-5:00pm
in 8Hr Shifts

Classification: Full-Time Seasonal
Division: Summer Programs
Duration: 9 Weeks Starting in June
Hourly Wage: \$7.25 - \$9.00

The primary responsibilities of the Summer Day Camp Associate are to provide implementation and direction of activities for Campers under the supervision of the Summer Day Camp Coordinator(s). This position will be stationed at Adams Ricci Park and/or Acri Meadow Park.

Essential Duties and Responsibilities:

- Have a creative outgoing attitude to plan, direct, supervise and promote safe and fun activities for campers
- Possess and maintain an appropriate and professional appearance and attitude on the job
- Emphasize concepts of fair play, good sportsmanship and respect for others
- Maintain work area in a neat, clean, and orderly fashion
- Be safety conscious and realize the inherent danger of all activities and surroundings
- Reward appropriate behavior and deter inappropriate behavior philosophy with campers and staff
- Develop and maintain a positive working relationship with fellow staff
- Demonstration of respect for authority by personally adhering to all policies and procedures

Required skills and Qualifications:

- 2+ Years of working with children in a professional setting
- Ability to communicate effectively while enforcing Recreation Department's policies and procedures.
- Ability to understand and successfully complete instructions with minimal supervision
- High moral character - diplomatic and mature judgment qualities
- Ability to complete the Department of Human Services required screenings for individuals working with children in summer programs: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and Federal Bureau of Investigation Criminal Background Check. (Must be completed and passed by all candidates offered employment prior to first day on the job with kids. No Exceptions!)
- Must possess valid PA State Drivers License with clean driving record per PennDot DOT regulations
- Ability to complete the American Red Cross Community First Aid and Safety certification and become familiar with basic emergency practices and services in the community. (Training provided, if needed.)

Preferred Skills and Qualifications:

- Mandated reporter training completed within last three years

Please submit completed applications to:
East Pennsboro Township
Amber Wolfe, Human Resources
awolfe@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.