



SPRINGFIELD TOWNSHIP
DEPARTMENT OF PARKS & RECREATION
1510 Paper Mill Road, Wyndmoor, PA 19038
215-836-7600 www.springfieldmontco.org

2023 Summer Employment - Camp Counselor

POSITION: Kidz Klubhouse Camp Counselor

SPRINGFIELD TOWNSHIP MISSION: The mission of the Springfield Township Parks and Recreation Department is to enrich the quality of life by providing year-round leisure opportunities through diverse recreation activities, parks, and facilities that promote health, wellness and education inclusive of all residents of Springfield Township.

APPLICATION TIMELINE: Applications open Monday, January 30, 2023 and close Monday, April 3, 2023
Or until full. Application are accepted on a rolling basis. Applications will not be accepted prior to January 30.

JOB SUMMARY: The Camp Counselor will perform a variety of tasks in a summer camp setting including recreation activities, arts and crafts, sports, games, and hobbies.

COMPENSATION: \$9.00 per hour starting wage

APPLY: Send a resume and completed job application to Emily Baiada at ebaiada@springfieldmontco.org

TIME COMMITMENT

- Camp Dates: June 26 through August 3, 2023 (6 weeks)(No camp on July 4)
- Monday through Thursday, 8:15 am – 12:15 pm
- Estimated 16 hours per week, plus staff training sessions
- 4 vacation days are available during camp dates

DUTIES AND RESPONSIBILITIES

- Plan and lead activities such as arts, crafts, sports, games, camping, and hobbies.
- Enforce camp rules and regulations and ensure safety in the recreational facilities.
- Greet new arrivals and introduce them to other campers; explains camp and facility rules.
- Demonstrate use of equipment and teach principles, techniques, and safety procedures for each activity.
- Perform first aid procedures and contact emergency medical personnel when required by the situation.
- Performs other related duties as required.

QUALIFIED APPLICANTS

- 14 + years old
- Passing of background checks is required.
- Ability to provide direction to others, mediate and use sound judgment.
- Springfield Township resident preferred but not required.
- Ability to physically perform daily duties as assigned.

APPLICANT REQUIREMENTS:

- The **Applicant** interested in the role shall complete the application – not a parent or guardian.
- Submit completed Employment Application.
- Submit one (1) letter of recommendation from a teacher or non-family reference.
- Interview with Program Coordinator and/or Director of Parks and Recreation
- Attend orientation (upon acceptance of employment)



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APPLICATION FOR EMPLOYMENT
For Seasonal/Part-Time Employment ONLY

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or other legally protected status.

Position Applied For: _____ Date of Application: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell Phone: _____ Home Phone: _____

Driver License No. (If applicable): _____ Birthdate: _____

Please answer all of the questions below:

Have you filed an application with Springfield Township in the past? Yes No

If yes, when did you apply and for which role? _____

Are you currently employed? Yes No

May we contact your employer? Yes No

On what date would you be able to begin employment with Springfield Township?

Are you currently laid off and subject to recall? Yes No

Can you travel if the position requires it? Yes No

Have you been convicted of a felony within the last seven year?
(Conviction will not necessarily disqualify an applicant from employment) Yes No

If yes, please explain: _____

EDUCATION

| | Grade School (Elementary/Middle) | Trade / High School | Undergraduate/ College | Graduate / Professional |
|-----------------|-------------------------------------|---------------------|---------------------------|----------------------------|
| School | | | | |
| Name/Location | | | | |
| Years Completed | | | | |
| Degree/Diploma | | | | |

Describe any specialized training, apprenticeship, skills and extracurricular activities: _____

Describe any honors you have received: _____

State any additional information you feel may be helpful to us in considering your application: _____

List any professional, trade, business or civic activities and offices held: _____

REFERENCES

Give the name, address and telephone numbers of three references that are not related to you and are not previous employers:

1. _____
2. _____
3. _____

EMPLOYMENT EXPERIENCE

Please start with your present or last position, include any job-related military service assignments and volunteer activities. You may exclude memberships that reveal sex, race, religion, national origin, age, ancestry or disability or other protected status.

Employer: _____ Length of Service: _____

Position/Title: _____ Reason for Leaving: _____

Work Performed: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: _____

Employer: _____ Length of Service: _____

Position/Title: _____ Reason for Leaving: _____

Work Performed: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: _____

Employer: _____ Length of Service: _____

Position/Title: _____ Reason for Leaving: _____

Work Performed: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: _____

Employer: _____ Length of Service: _____

Position/Title: _____ Reason for Leaving: _____

Work Performed: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: _____

SKILLS AND QUALIFICATIONS

Summarize job-related skills, languages, and qualifications acquired from employment or other experiences:

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This includes reference checks of previous employers.

I am not under any restrictions by virtue of an employment agreement with a former employer that would limit my functions or performance.

This application shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless the employer and employee in writing to that effect execute a specific document.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____