



# OGDEN PARKS AND RECREATION

## Employment Opportunities



### Summer Day Camp

**PLEASE READ CAREFULLY. Call (585) 617-6174 with any questions.**

**APPLICATION PERIOD:** Applications due by 4:00pm Friday, March 31.

**AVAILABILITY AND ATTENDANCE IS IMPORTANT; PERSONS WITH VACATION PLANS MAY NOT BE CONSIDERED.**

**OPENINGS ARE EXTREMELY LIMITED.** Openings may not be available in all positions/locations listed.

**APPLYING FOR MULTIPLE POSITIONS?** Please list order in which you would like to be considered for each position utilizing 1<sup>st</sup> choice and 2<sup>nd</sup> choice options.

#### **Pre-School Camp Counselor:**

**Must be 16 years of age by June 1, 2017**

**Hours:** 9:30am-1pm, Monday-Thursday

**Approximate Start Date:** June 26

**Hours/Week:** 8-20 (approximately)

**Rate of Pay:** \$9.70/hour

**Approximate End Date:** August 4

Will assist in all activities led by Camp Director, including: arts and crafts, games, sports, music and more. Camp locations may vary between Little Red Schoolhouse and Ogden Community Center.

#### **School Age Summer Camp Counselor:**

**Must be 16 years of age by June 1, 2017**

**Hours (may vary):** 7:00am-5:30pm, Monday-Friday

**Approximate Start Date:** June 26 (training days to take place in June)

**Approximate End Date:** August 25

**Hours/Week:** 12-25 (approximately)

**Rate of Pay:** \$9.70/hour

Will assist in all activities led by Camp Supervisors on a daily basis including: arts and crafts, games, sports, music, theme days and more. Camp locations may vary between Pineway Ponds Park and Ogden Community Center.



# TOWN OF OGDEN PARKS AND RECREATION DEPARTMENT Employment Application

**Please complete, sign and submit to:**  
Ogden Parks and Recreation Department  
269 Ogden Center Road  
Spencerport, NY 14559

Questions? Call: (585) 617-6174

**OFFICE USE ONLY:**

Date Rec'd: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interview Time: \_\_\_\_\_

H                  NH

**Contact Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Do you meet the age qualifications for the position? Yes No

Position Applying For: 1<sup>st</sup> Choice: \_\_\_\_\_ Dates Available: \_\_\_\_\_ to \_\_\_\_\_  
2<sup>nd</sup> Choice: \_\_\_\_\_

List Current Certifications w/Expiration Dates: \_\_\_\_\_  
\_\_\_\_\_

T-shirt size (adult sizes only):                  S                  M                  L                  XL                  XXL                  XXXL

**Education:**

School: \_\_\_\_\_ Location: \_\_\_\_\_

Major/Degree: \_\_\_\_\_ Highest Year Completed: \_\_\_\_\_

Please list any Extracurricular Activities you participate(d) in & years of activity (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please answer the following questions** (attach additional sheets if necessary):

Are you available to work the hours required for these positions (Pre-school: 9:30am-1pm, M-Th; School Age: 7am-5:30pm, M-F)?

Yes                  No                  If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Why do you want to work at Ogden Parks and Recreation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What experiences do you have working with children (be specific- ages of children, length of experience, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work History with the Town of Ogden:**

Have you previously worked for Ogden Parks and Recreation? YES (if yes, answer questions below) NO

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor/Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

**Work Experience:**

Employer: \_\_\_\_\_ Supervisor/Phone: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor/Phone: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor/Phone: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

**List three (3) current references, other than relatives.**

	<u>Reference Name</u>	<u>Daytime Telephone</u>	<u>Email</u>	<u>Relationship</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**Have you ever been convicted of a misdemeanor or a felony?** If yes, describe in full (such conviction will not necessarily bar applicant from employment).

Yes \_\_\_\_\_

No, to the best of my knowledge I have never been convicted of a misdemeanor or felony in New York State or any other jurisdiction.

I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me, and to the best of my knowledge are true and correct. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

