



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 29.

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 1st choice and 2nd choice options.

Pre-School Camp Counselor:

Must be 16 years of age by June 1, 2019

Hours (may vary): 9:00am-2:00pm, Monday-Friday

Approximate Start Date: June 24

Approximate End Date: late July/early August

Hours/Week: 8-20 (approximately)

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, 2019

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

Approximate Start Date: June 24 (training days to take place in June)

Approximate End Date: August 23

Hours/Week: 12-25 (approximately)

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, Spencerport School District, 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: 1st Choice: _____ Dates Available: _____ to _____
2nd 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: 9am-2pm, M-F; 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: _____