



OGDEN PARKS AND RECREATION

Employment Opportunities



Summer Day Camp

Positions start in mid June and end in August

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

APPLICATION PERIOD: January 9-March 2, 2012

LIMITED OPENINGS AVAILABLE!

APPLYING FOR MULTIPLE POSITIONS? Please complete a separate application (page 1 & 2) for each position. Additional reference forms for each applied position is not required. Multiple applications for each individual can be mailed together.

Pre-School Camp Counselor:

Must be 15 years of age by June 1, 2012

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

Approx. Hours/Week: 8-20

Rate of Pay: \$7.25

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.

Summer Camp Counselor (K-1, 2-3, 4-6):

Must be 16 years of age by June 1, 2012

Hours: 9am-3pm, Monday-Friday

Approx. Hours/Week: 30

Rate of Pay: \$7.25

Will assist in all activities led by Camp Assistant Directors and Directors on a daily basis including: arts and crafts, games, sports, music, theme days and more. Camp locations may vary from elementary and middle schools to Community Center.

Before and After Camp Counselor (K-1, 2-3, 4-6):

Must be 16 years of age by June 1, 2012

Hours: 7-9am and 3-5:30pm, Monday-Friday

Approx. Hours/Week: 20

Rate of Pay: \$7.25

Assists Camp Director in all activities associated with camp on a daily basis. Persons in this position may also be asked to fill in for summer camp counselors. Camp locations may vary from elementary and middle schools to Community Center.

½ Day Playground Program:

Must be 16 years of age by June 1, 2012

Hours: 8:00am-1:00pm, Monday-Friday

Approx. Hours/Week: 20

Rate of Pay: \$7.25

This is a new program. Dates, hours and locations are in development. Staff will plan and implement activities for children.



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(s) Applying For (list all): _____ Dates Available: _____ to _____

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):

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 *reference forms must be turned in with application

Reference Name Daytime Telephone Relationship

*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: _____



TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT
Reference Form



Applicant:

Please fill out your name and position applying for below. This form needs to be given to one of your references for completion. This form must be given back to you in a sealed envelope for you to turn in with the rest of your completed application. Without this form, your application will be incomplete and you will not be considered for employment.

Applicant's Name: _____

Position Applying For: _____

To Whom It May Concern:

The above-named individual has applied for employment with the Town of Ogden Parks and Recreation and has named you as a reference. Please answer the following questions regarding the applicant's personal qualifications and return in a sealed envelope to the applicant so that he/she may turn it in with their application. This form will be kept confidential. If you have any questions you may contact Ogden Parks and Recreation at 585-617-6174.

Reference Name: _____

Phone: _____

Address: _____

Signature: _____

Date: _____

How long have you know the applicant? _____

In what capacity have you known the applicant? _____

Please check the following questions indicating how you feel this applicant would meet the criteria for a position with Ogden Parks and Recreation. Then, indicate whether this is your "Opinion" from general knowledge of the applicant or first hand "Knowledge" if you have actually worked with the applicant in a situation where he/she displayed these specific characteristics.

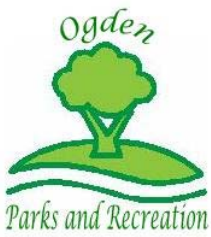
Criteria	Excellent	Good	Fair	Poor	Opinion	Knowledge
Working with Others						
• Children (ages 3-13)						
• Peers						
• Adults						
• Fairness with others						
• See things from other viewpoints						
Leadership Skills						
• Plans and organizes						
• Manages time efficiently						
• Initiative						
• Guides others						
Responsibility						
• Will obey rules						
• Concern for other's safety & welfare						
• Maturity in handling problems						
• Sound judgment						
• Observe and follow through with all duties, assignments, responsibilities						
Communication						
• Teaching skills						
• Good listener						
• Patient, helpful and courteous						
• Team player; takes part with group						
• Ability to give clear instructions						
• Understanding and thoughtful						
• Ability to express self						
Personal Skill and Concept						
• Self-confidence						
• Enthusiastic						
• Good role model						
• Positive attitude						

Would you recommend this applicant for a position with Ogden Parks and Recreation?

_____ YES

_____ NO

Other comments/information about the applicant you think would be helpful as we make our decision?



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