

HELP WANTED

**TOWNSHIP OF DENNIS
CAPE MAY COUNTY**

**SEASONAL RECREATION SUMMER CAMP COUNSELOR
(Camp will run from June 26, 2018 to August 16, 2018)
SALARY: \$12.00 - \$15.00 PER HOUR**

The Township of Dennis is accepting applications for the part-time position of Recreation Attendant/Recreation Aide. The position is for our Seasonal Summer Camp held three days per week Tuesday, Wednesday (8:30 am to 3:30 pm), and Thursday (8:30 am to 4:00 pm) – (21.5) twenty-one and one-half hours per week. Interested applicants must be a high school graduate (by the time Camp starts) and may obtain applications, job specifications and qualifications at the office of Administration/Clerk in the Municipal Building located at 571 Petersburg Road in Dennisville, during regular business hours, 8:30 a.m. to 4:00 p.m or the Township's website, www.dennistwp.org. All applications must be received no later than 4:00 PM on May 04, 2018. No applications will be mailed or faxed. The Township of Dennis is an E.O.E.

Dennis Township Application for Employment

INSTRUCTIONS: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. **Please Print.**

Name _____

Social Security # _____ Phone () _____

Address _____

City/State/Zip _____

Position applied for _____

Would you accept full-time work?

Yes No

Would you accept part-time work?

Yes No

Have you ever been employed here before? No Yes If yes, please give approximate dates of employment with the Township _____

Education Background

(Circle highest level completed)

Grammar school	5	6	7	8	Vocational training? _____
High school	9	10	11	12	Graduate degree? _____
College	1	2	3	4	Training in what field? _____

Name of last school attended _____

Personal References

(Other than family members or previous employers)

1. Name _____ Phone () _____
Address _____

2. Name _____ Phone () _____
Address _____

3. Name _____ Phone () _____
Address _____

Previous Employers and their Addresses

ALL INQUIRIES WILL BE KEPT IN STRICT CONFIDENCE

1. Company Name _____ Phone () _____
 Address _____ Employed From _____ To _____
 Position _____ Reason for Leaving _____ Last Wage _____
2. Company Name _____ Phone () _____
 Address _____ Employed From _____ To _____
 Position _____ Reason for Leaving _____ Last Wage _____

Do you have a legal right to be employed in the U.S.? Y N (If yes, proof is required)

Are you of legal age to work? Y N

Additional Information

To The Applicant: Read this section carefully before answering any of the questions in this area. Answer the following questions only if the box on the left of a question is checked. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal laws also prohibit other types of discrimination, such as citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only those questions checked below by the employer are believed by the employer to be needed for a legally permissible reason.

You have been given a written job description, which includes the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation? Yes No
 If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations. _____

Sex: M F Height: ft. _____ in. _____ Weight: _____ lbs.
 Are you a Veteran? Y N Are you eligible to be bonded? Y N

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to provide the legality of my residency or citizenship. I am also aware the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the Township for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the Township will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the Township unless made in writing and signed by me and an authorized representative of the Township.

Applicant's Signature _____ Date _____

TOWNSHIP OF DENNIS

Job Description

JOB TITLE: Recreation Attendant Part-Time Summer Camp

EXEMPT:	No	JOB CODE:	02289
SALARY LEVEL:	\$ 12.00 to \$ 15.00 hour	SHIFT:	8:30 am to 3:30 pm Tuesday & Wednesday 8:30 am to 4pm Thursdays
DEPARTMENT:	Recreation	CAMP HOURS:	June 26 th to August 16 th 21.5 Hours per week
REPORTS TO:	Recreation Director or Recreation Supervisor		
PREPARED BY:	Administration	DATE:	04-27-2018

SUMMARY: Under direction, performs a variety of routine functions involved with the use of recreational facilities for Township residents of all ages; does related work as required. Assists in the organization, development and personal leadership in recreation activities; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Others duties may be assigned)

Assists in promoting recreation programs of all types.

Helps organize and lead groups and individuals in various activities.

Helps participants to attain greater skills in and enjoyment from recreation activities.

Assists in planning and initiating a comprehensive recreation program for all appropriate ages and both sexes.

Assists in demonstration and explanation of techniques, procedures, materials, equipment and supplies used in recreation program.

Assists in arranging for and directing tournaments, exhibitions, public demonstrations, shows or other special events.

Helps insure that all desirable safety precautions are observed.

Reports to supervisor orally or in writing on groups and individuals, keeps necessary records.

Sees that the participants do not injure themselves when using recreation equipment.

JOB DESCRIPTION

Job Title: Recreation Attendant Part-time
Summer Camp

Maintains orderly conditions within the recreational areas, assists participants in crossing streets at recreational facilities.

Counts the number of participants in various activities, accompanies children on trips, hands out recreation supplies.

May perform varied routine tasks in the cleaning and maintenance of designated areas, sets up chairs, tables, or equipment for use at activities.

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PREPARED BY:	Administration	DATE:	04-27-2018

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be at least 18 years old and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

The employee must have a basic knowledge of the problems involved in the leadership of recreational programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, and climb or balance.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.