



Upper Gwynedd Township Parks and Recreation Program Coordinator

Position: Parks and Recreation Program Coordinator

Purpose: Upper Gwynedd Township is seeking applicants for a part-time Recreation Program Coordinator. The position includes routine and complex administrative work in planning, organizing, coordinating and administering a variety of recreation programs and special events. Must interact effectively with public and have experience with standard office equipment, including desktop publishing and word processing.

About Upper Gwynedd Township: Upper Gwynedd Township's elected officials and staff shall provide innovative, safe, transparent and fiscally responsible services, and shall respond to the needs of all residents, businesses and visitors of the Township in a timely and respectful manner.

Compensation: \$17.00 per hour

Apply: Send a resume, cover letter and completed job application to Emily Croke at ecroke@uppergwynedd.org.

Application Deadline: July 22, 2018

Time Commitment

- Average of 20 hours per week throughout the year

Duties and Responsibilities

- Plan, develop, organize and manage seasonal and yearly leisure-time programs and activities for various interest groups including youth programs, camps, special events, fitness, leagues and general recreation.
- Stimulate community interest in programs and services through media outreach initiatives.
- Inspect equipment and recommend repairs.
- Prepare annual budget needs; requisitions and control use of equipment and materials.
- Analyzes and measurement program and event success through surveys and reports.

Qualified Applicants

- Bachelor's Degree in recreation management, physical education, or closely related field.
- Related experience with demonstrated abilities to coordinate recreational programs.
- Knowledge of and proficiency in using Microsoft Word, Microsoft Excel and various types of computers and office machines.
- Must work flexible hours including evenings and weekends.
- Completion of pre-employment background clearance screening.
- Must be CPR certified; must also be certified in First Aid within six (6) months of hire.
- Must have a valid Pennsylvania Driver's License.

For more information: visit the Park and Recreation section at www.uppergwynedd.org.

Upper Gwynedd Township

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 veterans 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 Name: _____

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

Home Phone: _____ Cell Phone: _____

Driver' License No: _____ State: _____ Email _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? 0 Yes 0 No

Have you ever filed an application with us before? 0 Yes 0 No

If YES, please give date: _____

Are you currently employed? 0 Yes 0 No

May we contact your current employer 0 Yes 0 No

Are you prevented from lawfully being employed in this country because of Visa or Immigration status? [Proof of citizenship or immigration status will be required upon employment.] 0 Yes 0 No

On what date would you be available to work? _____

Are you available to work (Check one): **Part Time 0**
Seasonal 0

Are you currently laid off and subject to recall? 0 Yes 0 No

Can you travel if the position requires it? 0 Yes 0 No

Have you been convicted of a felony within the last seven years?
(Conviction will not necessarily disqualify an applicant from employment.) 0 Yes 0 No

If yes, please explain:

EDUCATION

	HIGH SCHOOL TRADE SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE PROFESSIONAL
School Name/Location			
Years Completed			
Diploma/Degree			
Course of Study			

Describe any specialized training, apprenticeship, skills and extra-curricular 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: _____

You may exclude memberships that reveal sex, race, religion, national origin, age, ancestry or disability or other protected status.

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. _____

Have you ever had job related training in the United States? 0 Yes 0 No

If YES, please describe: _____

Military Service Branch: _____ Honorable Discharge: 0 Yes 0 No

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: _____

Work Performed/Position/Title: _____

Address: _____

_____ Telephone Number: _____

Supervisor: _____ Reason for leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position/Title: _____

Address: _____

_____ Telephone Number: _____

Supervisor: _____ Reason for leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position/Title: _____

Address: _____

_____ Telephone Number: _____

Supervisor: _____ Reason for leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position/Title: _____

Address: _____

_____ Telephone Number: _____

Supervisor: _____ Reason for leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills, languages, and qualifications acquired from employment or other experience.

APPLICANTS 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: _____