

CENTRE REGION PARKS & RECREATION AUTHORITY  
**SEASONAL EMPLOYMENT  
OPPORTUNITIES  
SPRING & SUMMER 2016**

2643 Gateway Drive #1, State College, PA 16801  
(814) 231-3071 Fax 814.235.7832  
[www.crpr.org](http://www.crpr.org) Email: [crpr@crcog.net](mailto:crpr@crcog.net)

*As of January 27, 2017*

**PLEASE READ BEFORE COMPLETING AN [APPLICATION FORM](#).**

NOTE: In 2015, the Authority Board updated the “CRPR Child Safety Policy” which requires **criminal background checks** and **child abuse clearances** from the Commonwealth of PA, National Fingerprint Background Checks and Child Safety Training for all applicants (14 years and older) working with or around children. Before you apply, please review the [Child Safety Policy](#) available on [www.crpr.org](http://www.crpr.org). Employment is contingent upon a review of appropriate clearances.

- All applicants, including former employees, must complete a [CRPR Application Form](#) each calendar year. Resumes may supplement, but not replace an Application Form.
- **Positions are open until filled. Please indicate the start and end dates that you are available for summer employment, if selected.**
- All positions are hourly, seasonal, and carry NO benefits (other than Worker’s Compensation Insurance for on-the-job injuries).
- Note your position preferences on your application (#1 Tennis Instructor, #2 Day Camp Leader, etc.). We will try to meet your preference or, if you so indicate, consider you for more than one part-time position.
- Please note the minimum age requirements listed with each position.
- Priority is given to applicants residing in one of the five participating municipalities. Further, we prefer to hire no more than one person per family.
- The most qualified individuals will be contacted and scheduled for interviews. If you are a college student, please note on your application the dates of your spring breaks or dates away from State College, in the event we wish to schedule an interview.
- All staff age 17 and younger must provide Working Papers prior to the first day of work. See your School Guidance Counselor to apply for working papers.

## SPORTS STAFF (SPRING & SUMMER)

Hours are subject to reduction or rescheduling due to inclement weather. Employees may be told to stay home (without pay) pending weather. For summer sports staff, CRPR will supply three staff shirts per season.

### **SOFTBALL TOURNAMENT ASSISTANT:** 3-4 positions

**Job Duties:** Responsible for assisting the Sports Supervisor in monitoring and performing routine maintenance for softball tournaments at the John Hess Softball Field Complex and Oak Hall Regional Park. This position is the “On-site Host” for CRPR to facilitate outstanding experiences for tournament visitors.

**Season:** Scheduled May-Sept. weekends, plus several fall weekends. Multiple positions are listed in order to provide for scheduled work on alternating weekends at two complexes.

**Pay:** \$15/hour

**Qualifications:** Prior experience in ballfield maintenance preferred. Ability to use ballfield machinery. Ability to represent CRPR in a professional and courteous manner and communicate orally and in writing. Minimum age: 18

Please see the detailed [job description here](#).

### **CONCESSIONS MANAGER:** 1 position

**Job Duties:** Oversee concessions operation at Oak Hall Regional Park, including staff management, volunteer scheduling and management, cleaning, supply ordering and inventory, cash drawer management, and reporting.

**Season:** Hours will vary and the complete job description is being written at this time. Schedule may vary based on tournament schedules, league schedules, and requests.

**Pay Scale:** \$12-15/hr pending qualifications and experience.

**Qualifications:** Must have completed high school with restaurant, concessions, POS experience, and personnel experience. Ability to represent CRPR in a professional and courteous manner. Minimum age: 21.

### **CONCESSIONS STAFF:** up to 2 positions

**Job Duties:** Oversee concessions operation at Oak Hall Regional Park, including staff management, volunteer scheduling and management, cleaning, supply ordering and inventory, cash drawer management, and reporting.

**Season:** Hours will vary and the complete job description is being written at this time. Schedule may vary based on tournament schedules, league schedules, and requests.

**Pay Scale:** \$9-10/hr pending qualifications and experience.

**Qualifications:** Should have some restaurant/waitressing, concessions/sales, POS experience. Ability to represent CRPR in a professional and courteous manner. Minimum age: 16.

### **INSTRUCTORS: SOCCER:** up to 2 positions

**Job Duties:** Instruct youth ages 3-5 and parents.

**Season:** Weekdays, April & May

**Pay Scale:** \$10/hr pending qualifications.

**Qualifications:** Some experience required. Minimum age: 18.

**INSTRUCTORS: BASKETBALL:** up to 2 positions

Job Duties: Instruct youth ages 3-5 and parents.  
Season: Weekdays, January-March  
Pay Scale: \$10/hr pending qualifications.  
Qualifications: Some experience required. Minimum age: 18.

**INSTRUCTORS: ADULT & YOUTH TENNIS:** up to 4 positions

Job Duties: Teach tennis to adults or youth.  
Season: Monday - Thursday, April & May.  
Pay Scale: \$9-\$10/hr pending qualifications and experience.  
Qualifications: Previous tennis experience required. Minimum age: 16.

**INSTRUCTORS: ADULT TENNIS:** up to 2 positions

Job Duties: Teach tennis to adults.  
Season: Monday-Thursday, June-August (2-4 nights/week available).  
Pay Scale: \$9-\$10/hr pending qualifications and experience.  
Qualifications: Previous tennis experience required. Minimum age: 16.

**INSTRUCTORS: YOUTH TENNIS:** up to 9 positions

Job Duties: With information provided by the U.S.T.A., develop an overall curriculum that teaches the skills of tennis to a variety of abilities.  
Season: Monday - Friday, June-August (9 AM-1:30 PM & 6-8 PM).  
Schedule may vary based on registration figures for particular sites.  
Pay Scale: \$9-\$10/hr pending qualifications and experience.  
Qualifications: Must have completed at least 11th grade with no less than two years varsity-level tennis playing experience. USPTR certificates accepted in place of playing experience.  
Minimum age: 16.