

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

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(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.

## **SUMMER DAY CAMP STAFF**

### **DAY CAMP - SITE SUPERVISOR: 1 position**

- Job Duties:** Oversee Day Camp site with 100 children per week. Provide daily direction for KIDVenture site and staff. Plan and implement a quality, creative and safe summer day camp program for children entering grades 1-6. Train, over a 2 day period and supervise a staff of 20 Day Camp Leaders for an 8 week camp program. Responsible for building and maintaining staff morale through teamwork, activities and events. Lead weekly staff meetings; handle day to day operations; maintain weekly rosters, incident reports, etc. Assist leaders in preparing weekly program plans and daily activities. Prepare weekly newsletter for parents. Act as a liaison between camp and parents. This position reports directly to the Camp Coordinator and Recreation Supervisor.
- Season:** 8 weeks, June 19-August 11. Monday-Friday; additional days for training.  
Shifts times: 10:30 AM-5:30 PM
- Pay Scale:** \$11-11.50/hr; pending qualifications and experience.
- Qualifications:** Ability to think on your feet (creativity and enthusiasm are critical). Prior supervisory & leadership experience required. Experience in planning/conducting youth programs for children. Must possess a strong desire and enthusiasm for working with children of this age group, as well as adult staff. Strong organizational and communication skills. One year of college courses in education, recreation or physical education preferable. Diverse background/experience desired (sports, crafts, nature study) and a willingness to share knowledge and abilities. First Aid/CPR certification required. Minimum age: 18.

### **DAY CAMP – ASSISTANT SITE SUPERVISOR: 1 position**

- Job Duties:** Oversee Day Camp site with 100 children per week. Provide daily direction for KIDVenture site and staff. Plan and implement a quality, creative and safe summer day camp program for children entering grades 1-6. Train, over a 2 day period and supervise a staff of 20 Day Camp Leaders for an 8 week camp program. Responsible for building and maintaining staff morale through teamwork, activities and events. Lead weekly staff meetings; handle day to day operations; maintain weekly rosters, incident reports, etc. Assist leaders in preparing weekly program plans and daily activities. Prepare weekly newsletter for parents. Act as a liaison between camp and parents. This position reports directly to the Site Supervisor and the Camp Coordinator and Recreation Supervisor as needed.
- Season:** 8 weeks, June 19-August 11. Monday-Friday; additional days for training.  
Shifts times: 10:30 AM-5:30 PM
- Pay Scale:** \$10-10.50/hr; pending qualifications and experience.
- Qualifications:** Ability to think on your feet (creativity and enthusiasm are critical). Prior supervisory & leadership experience required. Experience in planning/conducting youth programs for children. Must possess a strong desire and enthusiasm for working with children of this age group, as well as adult staff. Strong organizational and communication skills. One year of college courses in education, recreation or physical education preferable. Diverse background/experience desired (sports, crafts, nature study) and a willingness to share knowledge and abilities. First Aid/CPR certification required. Minimum age: 18.

**DAY CAMP LEADERS:** up to 19 positions

- Job Duties:** Plan, organize and lead daily and weekly recreational activities, field trips, and special events for children entering grades 1-6 with energy, creativity & enthusiasm. Responsible for a group of 10-12 campers per week in a fun/safe environment. Create and lead activities that will require your participation and deal with discipline issues as they arise. Be able to think outside the box and devise creative weekly program plans and make memories for you and the campers; assist Craft Instructor with arts and crafts lessons; help with snacks and beverage preparation; attend weekly staff meetings.
- Season:** 8 weeks, Monday-Friday, June 19-August 11; additional days for training. Shifts times: various 6-7 hour shifts are available during 7 AM - 6 PM depending on the site.
- Pay Scale:** \$9.00-\$9.50/hr.; pending qualifications and experience.
- Qualifications:** Ability to think on your feet (creativity & enthusiasm are critical). Thinking outside of the box when planning activities is a must. Experience in planning/conducting youth programs and supervising children. Must enjoy working and interacting with children of this age group. Must be able to work independently. One year of college courses in education, recreation, or physical education preferable; but not necessary. Diverse background/experience desired (sports, crafts, nature study, etc.) and a willingness to share knowledge and abilities. Understanding of teamwork and ability to work well with others. First Aid/CPR certification required. Minimum age: 18.

**DAY CAMP CRAFT INSTRUCTOR:** 1 position

- Job Duties:** Work with Site Supervisor to create and facilitate craft activities and special events for campers entering grades 1-6; assist the Day Camp Leaders with routine camp operations/procedures; attend field trips special events and weekly staff meetings. Fill in with camp groups as needed. Lead activities that will require your participation and deal with discipline issues as they arise. Be able to think outside the box and devise creative weekly arts and crafts projects for campers in 1<sup>st</sup>-6<sup>th</sup> grades, and make memories for you and the campers
- Season:** 8 weeks, Monday-Friday, June 19-August 11, Monday-Friday, 8 AM-3 PM. Additional days for training may be required.
- Pay Scale:** \$8.50-9.00/hr. pending qualifications and experience.
- Qualifications:** Ability to think on your feet (creativity & enthusiasm are critical). Experience in planning/conducting youth programs and supervising children, experience in leading arts & craft programs. Must possess a strong desire and enthusiasm for working with children in grades 1-6 and to be able to think outside the box and devise creative weekly program plans and make memories for you and the campers. One year of college courses in education, recreation, or physical education preferable. Diverse background/experience desired (sports, crafts, nature study, etc.) and a willingness to share knowledge and abilities. Understanding of teamwork and ability to work well with others. First Aid/CPR certification required. Personal transportation required. Minimum age: 18.

**WEEKIDVENTURE - SITE SUPERVISOR:** 1 position

- Job Duties:** Oversee Day Camp site with 100 children per week. Provide daily direction for WeeKIDVenture site and staff. Plan and implement a quality, creative and safe summer day camp program for children ages 3-5. Train over a 2 day period and supervise a staff of 5 Day Camp Leaders for an 8 week camp program. Responsible for building and maintaining staff morale through teamwork, activities and events. Lead weekly staff meetings; handle day to day operations; maintain weekly rosters, incident reports, etc. Assist leaders in preparing weekly program plans and daily activities. Prepare weekly

newsletter for parents. Act as a liaison between camp and parents. This position reports directly to the Camp Coordinator and Recreation Supervisor.

Season: 8 weeks, June 19-August 11. Monday-Friday; additional days for training.  
Shifts times: 10:30 AM-5:30 PM

Pay Scale: \$11-11.50/hr; pending qualifications and experience.

Qualifications: Ability to think on your feet (creativity and enthusiasm are critical). Prior supervisory & leadership experience required. Experience in planning/conducting youth programs for children. Must possess a strong desire and enthusiasm for working with children of this age group, as well as adult staff. Strong organizational and communication skills. One year of college courses in education, recreation or physical education preferable. Diverse background/experience desired (sports, crafts, nature study) and a willingness to share knowledge and abilities. First Aid/CPR certification required. Minimum age: 18.

**WEE KIDVENTURE DAY CAMP LEADERS:** up to 5 positions

Job Duties: Ability to think on your feet; creativity & enthusiasm are critical. Create, supervise, and lead recreational activities and special events for children ages 3-5; prepare snacks and beverages for campers; lead craft activities; lead activities that will require your participation; attend weekly meetings.

Season: 8 weeks, June 19-August 11, Monday-Friday (8:30 AM-Noon). Additional days for training.

Pay Scale: \$8.50-\$9.00/hr.) pending qualifications and experience.

Qualifications: Experience in planning/conducting youth programs and supervising children. Must possess a strong desire to work with children and enthusiasm. Must be able to think outside the box and devise creative weekly program plans and make memories for you and the campers. One year of college courses in education, recreation, or physical education preferable; but not necessary. Diverse background/experience desired (sports, crafts, nature study, etc.) and a willingness to share knowledge and abilities. Understanding of teamwork and ability to work well with others. First Aid/CPR certification required. Minimum age: 18.