



ALSIP PARK DISTRICT JOB ANNOUNCEMENT

12521 S. Kostner Ave., Alsip, IL. 60803
Telephone: (708) 389-1003, FAX: (708) 389-1529

POSITION: **SUMMER DAY CAMP PROGRAM LEADERSHIP OPPORTUNITIES**

DEPARTMENT: Recreation Department

DATE OPEN: January 4, 2023

DATE CLOSED: Open until filled, preference given to applications received by March 10, 2023

SALARY: Minimum Wage + DOE, non-benefited positions

DURATION: Seasonal-Summer programs run June 12th – August 4th + Training Dates (below)

- Thursday, June 1 2023 (GROUP LEADERS ONLY) (9:00am-1:30pm)
- Friday, June 2 2023 (GROUP LEADERS ONLY) (9:00am-1:30pm)
- Saturday, June 3 2023 (CPR/FIRST AIDE CLASS, for those who need to take it) (9am-3pm)
- Monday, June 5 2023 (9:00am-2:30pm)
- Tuesday, June 6 2023 (9:00am-2:30pm)
- Wednesday, June 7 2023 (9:00am-2:30pm)
- Thursday, June 8 2023(1:00pm-8:00pm)
- Friday, June 9, 2023(9:00am-2:30pm)

HOURS OF POSITION: Day Camp 8:30am-3:15pm are required. You also must work at least give availability of 4 shifts of pre camp (7-9am) or post camp (3-6pm) per week.

QUALIFICATIONS

& REQUIREMENTS: Must be enthusiastic, energetic and passionate about working with children, as well as have an interest in community recreation, art, nature, and/or educational programs. Previous experience planning and leading recreation activities for children ages 4 -15 preferred. **Must have or be able to obtain First Aid and CPR certification by start date (included in the staff training week for those not certified). Must pass a background check and drug screen.** Must be available to be present during training week and all 8 weeks of summer camp Monday-Friday.

DUTIES: Provide a safe, fun, and engaging atmosphere for participants enrolled in summer day camp programs. Essential duties include but are not limited to:

- Plan, organize, and implement camp activities including but not limited to arts & crafts, science experiments, sports, organized games, songs, nature walks, pool days and field trips.
- Be actively involved with children and always engaged in activities.
- Work closely with others in an enthusiastic, cooperative, and supportive manner.
- Set boundaries and enforce good decision making.
- Adhere to all policies & procedures outlined in the Alsip Park District Employee Handbook and Alsip Park District Summer Camp Staff Manual.
- Perform emergency First Aid and CPR as needed and according to established guidelines, providing for the proper safety of participants in recreational programs.
- Perform other duties as assigned.
- Note: Some positions may include driving a 15-passenger van/bus.

POSITIONS:**Summer Day Camp Counselor – Approx. 20 positions**

Work as part of a team in an outdoor setting with children ages 4-11. Minimum of 16 years of age. Oversee campers assigned to your group as well as interacting with other co-counselors to carry out and participant in activities planned. Oversees the safety and well-being of all campers in our program on site, at the pool and on field trips.

Summer Day Camp Group Leader – 5 positions

Oversee a particular groups day to day operations and supervising the groups counselors. Additional duties include planning daily activities, assisting with training and scheduling of staff and counselors in training, organizing, and purchasing supplies, holding daily staff meetings, subbing for camp staff as needed, managing paperwork, communicating with participants, parents, and staff, assisting with administrative duties in the office, evaluating counselors and other duties as assigned. Minimum of 21 years of age.

Summer Day Camp Substitute– 3-4 positions

Substitutes are used when a staff member is not able to come in for work. May also be used to work pre/post camp hours. Substitutes will require the same training as full counselors. Work as part of a team in an outdoor setting with children ages 4-11. Minimum of 16 years of age. Oversee campers assigned to your group as well as interacting with other co-counselors to carry out and participant in activities planned. Oversees the safety and well-being of all campers in our program on site, at the pool and on field trips.

Summer Day Camp Inclusion Aide– 3-4 positions

Inclusion Aides are staff who provide assistance to one or two children who need accommodations within our Summer Day Camp Program. Inclusion aides are a part of the staff team and follow all the same requirements set for our counselors. There is an extra training required through SWSRA (Southwest Special Recreation Association).

**WORKING
CONDITIONS:**

Outdoor recreational environment subject to noise, distractions, seasonal heat, adverse weather conditions and periodic interruptions; moderate lifting up to 50 pounds. This is an outdoor summer camp and will only be inside if heat index is above 94 degrees or inclement weather occurs.

TO APPLY:

Submit completed Alsip Park District application packet to the Apollo Recreation Center, 12521 S. Kostner Ave. Alsip, IL. 60803 or by e-mail rperkaus@alsipparks.org. Summer Camp Application Materials are available at www.alsipparks.org or by calling (708)389-1003.

Pre-Interview questionnaire
Summer Staff 2023

Name: _____

Email: _____

Cell Phone: _____

- If hired, please indicate your grade level preference a 1 to 5, in the order of your group preferences. (1 being top preference)
___ Kindergarten ___ 1st/2nd grade ___ 3rd/ 4th grade ___ 5th /6th grade ___ 7th - 9th grade
- If hired, please indicate what size staff shirt would you prefer?
___ Small ___ Medium ___ Large ___ X-Large ___ 2XL ___ 3XL ___ 4XL
- If hired, Each staff is required give availability at least 4 total Pre/Post shifts. Please check which days you CAN work.
Pre-Camp from 6:45-9:00 am on M T W Th F
Post-Camp from 3:00-6:15 pm on M T W Th F
Unknown at this point in time Unknown, will send later.
- Are you currently working, or have you ever worked for the Alsip Park District? Yes No
If so, please list position(s) and dates of employment.

- Please select the positions you are interested in being considered for:
 Summer Day Camp Counselor
 Summer Day Camp Group Leader (minimum 21 years of age)
 Summer Day Substitute
 Summer Camp Inclusion Aide
- Please explain why you feel you are the most qualified candidate for this position, highlighting specific skills, personal attributes or other experience and knowledge that you will bring to the position.

- Some positions may require driving an Alsip Park District Vehicle. The Illinois Vehicle Code (625 ILCS 5/6-104) states that drivers are required to be at least 21 years of age to transport school age children. Do you meet this requirement? Yes No
If Yes, do you have a valid Illinois Driver's License? Yes No
- If hired, are you able to attend the mandatory training week of June 5th through June 9th?
 Yes No
- Are you currently CPR/AED certified?
 Yes No If no, would you able to make the CPR class on Saturday, June 3rd from 9am-3pm if hired? Yes No
- If hired, do you understand that days off will not be permitted, unless it is an emergency with documentation provided? I understand

Signature

Date

ALSIP PARK DISTRICT EMPLOYMENT APPLICATION

ALSIP PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Alsip Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. **THOSE APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE BUSINESS OFFICE.**

Date of Application: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ Email: _____

Driver's License # _____ (If driving is an essential job function.)

If you are under 18 years of age and it is required, can you furnish a work permit? Yes No

Have you submitted an application here before? Yes No

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally eligible for employment in this country? Yes No

Application for (check applicable):

Parks Department Outdoor Pool Clerical
 Recreation Department Golf Course Other

Position applied for: _____

Available for: Part Time Employment Full Time Employment Seasonal

Will you be able to meet the attendance requirements of the position? Yes No

Are you willing to work overtime as required? Yes No

Desired salary/wage? _____ Date available to begin work: _____

Are you currently on "lay-off" status and subject to recall? Yes No

EDUCATIONAL BACKGROUND (fill in below):

EDUCATION	SCHOOL Name/ Location	Number of Years Completed	MAJOR	YES/NO Degree/ Diploma
High School				
College/ University				
Other Training, Education				

Have you ever been convicted of any felony? _____ YES _____ NO.

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? _____ YES _____ NO.

The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

If yes, describe: _____

Have you served in the U. S. Armed Forces (include National Guard or Reserves) _____? Date of duty: _____

Branch of service: _____ Applicable skills acquired: _____

WORK HISTORY (fill in below, beginning with most current employment).

Employer	Address	Phone
Date started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor	Phone Number	
Description of duties	Reason for leaving	

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Date started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor	Phone Number	
Description of duties	Reason for leaving	

NOTE: Please explain any gaps in employment.

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

REFERENCES

PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES, **NOT RELATED TO YOU**, THAT WE MAY CONTACT.

1. Name _____
(Check One) _____ Personal Reference _____ Past Employer, _____ (Company)
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____
Email _____

(For Office Use Only) _____

2. Name _____
(Check One) _____ Personal Reference _____ Past Employer, _____ (Company)
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____
Email _____

(For Office Use Only) _____

3. Name _____
(Check One) _____ Personal Reference _____ Past Employer, _____ (Company)
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____
Email _____

(For Office Use Only) _____

Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE ESSENTIAL REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. YOU MAY OBTAIN A COPY OF THE JOB DESCRIPTION AT THE BUSINESS OFFICE.**

Are you capable of performing in a reasonable and safe manner, with or without reasonable accommodation, the essential job duties for the job or position for which you have applied?

Yes ___ No ___

APPLICANT'S CERTIFICATION AND AGREEMENT

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION AND HEREBY RELEASE AND WAIVE ANY CLAIM AGAINST THE PARK DISTRICT WHICH MAY ALLEGEDLY ARISE FROM SUCH INVESTIGATION. I FURTHER UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE EITHER CONTAINED IN MY APPLICATION OR GIVEN DURING ANY INTERVIEW AND ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE PARK DISTRICT'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT IS "AT-WILL" AND MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME, AT EITHER MY OR THE PARK DISTRICT'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITION OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE PARK DISTRICT.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that if I am hired, I will be required to provide proof of identity and information for compliance with the Immigration Reform and Control Act.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Arrange Interview: ___ YES ___ NO

Date _____ Time _____

Interviewed by _____

Position interviewed for _____

Starting date: _____

Pre-employment screenings scheduled? _____

Hired ___ YES ___ NO Position _____

Pay Rate/Salary \$ _____ Department _____

Hired by _____ Date _____

**Alsip Park District
Availability Form**

Name: _____ Phone: _____

I am available for work during the season(s) of:

Summer Fall Winter Spring

I am available the day(s) of:

Mon Tues Wed Thurs Fri Sat Sun

I am available to work the hours of:

_____ (AM/PM) to _____ (AM/PM)

I am available for:

Full Time Part Time Seasonal

If available for part time or seasonal work, list why you are limited to working part time or seasonal: _____

I understand that I may be called to work any of the agreed hours listed above:

Signature

Date