



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: February 5, 2024

DATE CLOSED: Open until filled, preference given to applications received by March 8, 2024

SALARY: Minimum Wage + DOE, non-benefited positions

DURATION: Seasonal-Summer programs run June 10th – August 2nd + Training Dates (below)

- Wednesday, May 29, 2024 (CPR/FIRST AIDE CLASS, for those who need to take it) (9am-3pm)
- Thursday, May 30, 2024 (GROUP LEADERS ONLY) (9:30am-1:00pm)
- Friday, May 31, 2024 (All staff- off site at Tinley Park, Park District) (8:30am - 12:45pm)
- Monday, June 3, 2024 (9:00am-2:30pm)
- Tuesday, June 4, 2024 (9:00am-2:30pm)
- Wednesday, June 5, 2024 (9:00am-2:30pm)
- Thursday, June 6, 2024 (1:00pm-8:00pm)
- Friday, June 7, 2024 (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. 5 positions open**

Work as part of a team in an outdoor setting with children ages 5-12. Minimum of 16 years of age. Oversee campers assigned to your group as well as interacting with other co-counselors to carry out and participate 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 – 1 position open

Oversee a particular group's 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.

Kiddie Camp Day Camp Counselor – Approx. 1 position open

Work as part of a team in an outdoor setting with children ages 3-5. 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. This position is scheduled Monday-Thursday from 8:30am – 12:30pm.

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 participate 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 aid 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 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 2024

Name: _____

Email: _____

Cell Phone: _____

1. If hired, please indicate your grade level preference from a 1 to 5, in the order of your group preferences. (1 being top preference)

____ Kiddie Camp* ____ Kind/1st ____ 2nd/3rd grade ____ 4th/5th grade ____ 6th/7th/8th grade

*Please note Kiddie Camp is a Monday-Thursday position from 8:30-12:30 only.

All other groups are Monday-Friday from 8:30-3:15pm

2. If hired, please indicate what size staff shirt you would prefer?

____ Small ____ Medium ____ Large ____ X-Large ____ 2XL ____ 3XL ____ 4XL

3. 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.

4. 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.

5. 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
- ☐ Kiddie Camp (Monday-Thursday from 8:30am-12:30pm)

6. 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.

7. If hired, are you able to attend the mandatory training week of Friday, May 31st through June 7th (Monday – Friday)?

☐ Yes ☐ No

8. Are you currently CPR/AED certified?

☐ Yes ☐ No If no, would you able to make the CPR class on Wednesday, May 29th from 9am-3pm if hired? ☐ Yes ☐ No

9. 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 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