

# CITY OF GREENCASTLE PARKS & RECREATION DEPARTMENT

**Position:** S.P.A.R.K. & Recreation Program Instructor

**Responsible to:** Recreation Program Supervisor and Park Superintendent (Parks & Recreation Director)

**Employment Terms:** Seasonal

**Department:** Parks & Recreation

**General Statement of Duties:** Under the supervision of the Recreation Program Supervisor and Park Superintendent assists, or takes the lead, in developing, organizing, implementing, and leading recreation programs offered by the department for children from ages 5-12 years.

**Qualifications:**

- Should be at least 18 years of age
- 1-2 years experience in supervision of young children
- American Red Cross First-Aid and C.P.R. Certifications

**Knowledge:**

- Strong leadership and public relations, communication and decision-making skills
- Prior leadership experience involving organizational skills is highly desired
- Satisfactory and verifiable work experience with school-age children in such areas as camps, day care, recreation 4H education, Boy Scouts, Girls Scouts or church classes
- Must be able to swim.

**Duties and Responsibilities:**

- Assist in the development, organization, implementation, and evaluation of recreation programs offered by the department, which include the annual S.P.A.R.K. program
- Performs a variety of childcare duties to include planning, organizing, guiding, implementing classes, activities and special events on a daily basis
- Under guidance of supervisor, assists and instructs camp participants as needed
- Follows and enforces all department and program policies, rules and regulations while maintaining a friendly and professional attitude
- Provides a safe camp environment
- Maintains cleanliness of facilities and organization of materials and equipment in accordance to parks and recreation department's policies
- While performing the duties of the job, the employee is regularly required to sit, stand, walk, climb, balance, use hands and fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and/or hear
- The employee must occasionally lift and/or move up to 50 pounds
- Duties require moderate movement and physical effort; discomforts and hazards are minor and controllable

- While performing the duties of this job, the employee is regularly exposed to outside weather conditions during summer months, which could include hot, wet and/or humid conditions
- The noise level in the work environment is usually loud
- Complete other duties as directed by supervisor

The Greencastle Board of Park Commissioners reserves the right to reject any and all submissions based on the commission's best interest and to waive any irregularities it may see fit with an applicant's qualifications. The City of Greencastle is an Equal Opportunity Employer, which does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or other unlawful bias.

I, \_\_\_\_\_, have read and understand the above job description and agree to meet the responsibilities listed to the best of my abilities.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF GREENCASTLE**  
**EMPLOYMENT APPLICATION**  
**AN EQUAL OPPORTUNITY EMPLOYER**

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law.

Employees of this organization are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of the organization's elected officials. Each employee is expected to conduct him/herself in a manner that reflects favorably upon the organization and to recognize that he/she is subject to additional public scrutiny in his/her public and personal lives.

PLEASE PRINT IN BLUE OR BLACK INK				
NAME (AS IT APPEARS ON SOCIAL SECURITY / WORK PERMIT CARD):	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">MI</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: right;">LAST</td> </tr> </table>		MI	LAST
	MI	LAST		
ADDRESS:				
CITY, STATE, ZIP:				
HOME TELEPHONE:				
CELL PHONE:				
E-MAIL:				
ARE YOU AT LEAST 18 YEARS OLD?				
OTHER NAMES YOU HAVE USED:				
POSITION APPLIED FOR:				
SALARY REQUIREMENTS:				
REFERRED FOR THIS POSITION BY:				
DATE AVAILABLE:				
HAVE YOU EVER BEEN EMPLOYED BY THIS ORGANIZATION?				
IF YES, DATES EMPLOYED, DEPARTMENT, SUPERVISOR AND REASON FOR LEAVING:				
HAVE YOU EVER BEEN CONVICTED OF A CRIME? (DO NOT INCLUDE ANY CONVICTIONS THAT HAVE BEEN EXPUNGED)				
IF YES, GIVE LOCATION, DATE, CHARGE AND DISPOSITION OF CASE(S) ON A SEPARATE PAGE:				

U.S.MILITARY SERVICE						
<b>IF YOU HAVE SERVED IN THE U.S. MILITARY, PLEASE PROVIDE THE FOLLOWING INFORMATION:</b>						
BRANCH OF SERVICE:						
DATES SERVED:		FROM:		TO:		
TYPE OF DISCHARGE:						
EDUCATION / SKILLS						
<b>EDUCATIONAL LEVEL</b>						
<b>HIGH SCHOOL</b>						
	NAME	CITY	STATE	YRS COMPLETED		
<b>COMMUNITY COLLEGE</b>						
	NAME	CITY	STATE	DEGREE	MAJOR	YRS COMPLETED
<b>BUSINESS OR TRADE SCHOOL</b>						
	NAME	CITY	STATE	DEGREE	MAJOR	YRS COMPLETED
<b>COLLEGE OR UNIVERSITY</b>						
	NAME	CITY	STATE	DEGREE	MAJOR	YRS COMPLETED
<b>GRADUATE SCHOOL</b>						
	NAME	CITY	STATE	DEGREE	MAJOR	YRS COMPLETED
COMPUTER SOFTWARE SKILLS						
COMPUTER SOFTWARE	NAME OF SOFTWARE			YOUR PROFICIENCY WITH THE SOFTWARE		
WORD PROCESSING				SKILLED	COMPETENT	FAMILIAR
SPREADSHEET				SKILLED	COMPETENT	FAMILIAR
DATABASE				SKILLED	COMPETENT	FAMILIAR
OTHER				SKILLED	COMPETENT	FAMILIAR
LICENSES / CERTIFICATIONS / ORGANIZATIONS						
<b>PROFESSIONAL LICENSES AND CERTIFICATIONS (JOB RELATED)</b>	TYPES OF LICENSES AND CERTIFICATIONS	DATE ISSUED	REGISTRATION NUMBER	STATE	EXPIRES MO / YR	
<b>PROFESSIONAL, SCHOLASTIC AND OTHER ORGANIZATIONS (JOB RELATED)</b> EXCLUDE MEMBERSHIPS THAT INDICATE YOUR RACE, RELIGION, COLOR, ANCESTRY, SEX, AGE, DISABILITY OR VETERAN STATUS	NAME			DATES		
JOB RELATED TRAINING						
<b>NAME OF COURSE</b>	<b>YEAR COMPLETED</b>	<b>SKILLS DERIVED FROM COURSE</b>				

**EMPLOYMENT HISTORY: BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB, LIST YOUR  
WORK HISTORY FOR THE PAST TEN YEARS. INCLUDE PART-TIME, SEASONAL, TEMPORARY AND  
ALL PERIODS OF UNEMPLOMENT. FOR DATES EMPLOYED USE THE FORMAT MM/YY.  
BASE SALARY DOES NOT INCLUDE OVERTIME, BONUSES OR COMMISSIONS.**

<b>DATES WORKED FROM AND TO:</b>
<b>FINAL SALARY/WAGE:</b>
<b>NAME AND ADDRESS OF EMPLOYER:</b>
<b>EMPLOYER'S PHONE NUMBER:</b>
<b>JOB POSITON OR TITLE:</b>
<b>DESCRIPTION OF DUTIES:</b>
<b>NAME OF SUPERVISOR AND PHONE NUMBER:</b>
<b>NAME OF 1 OR 2 CO-WORKERS AND PHONE NUMBERS IF KNOWN:</b>
<b>REASON FOR LEAVING:</b>
<b>BASE SALARY:</b> MONTHLY WEEKLY HOURLY
<b>OTHER COMPENSATIONS OR BONUSES:</b>

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<b>BASE SALARY:</b> MONTHLY WEEKLY HOURLY
<b>OTHER COMPENSATIONS OR BONUSES:</b>

**NOTICE: STOP**

**PLEASE MAKE SURE YOU HAVE MADE AS MANY ADDITIONAL COPIES OF THE FOLLOWING PAGE AS YOU WILL  
NEED TO LIST ALL OF YOUR JOBS. DO NOT CONTINUE UNLESS YOU ARE SURE YOU HAVE ENOUGH COPIES.**

**(THIS PAGE IS TO BE COPIED FOR RECORDING ADDITIONAL EMPLOYMENT INFORMATION)**

<b>DATES WORKED FROM AND TO:</b>			
<b>FINAL SALARY/WAGE:</b>			
<b>NAME AND ADDRESS OF EMPLOYER:</b>			
<b>EMPLOYER'S PHONE NUMBER:</b>			
<b>JOB POSITON OR TITLE:</b>			
<b>DESCRIPTION OF DUTIES:</b>			
<b>NAME OF SUPERVISOR AND PHONE NUMBER:</b>			
<b>NAME OF 1 OR 2 CO-WORKERS AND PHONE NUMBERS IF KNOWN:</b>			
<b>REASON FOR LEAVING:</b>			
<b>BASE SALARY:</b>	MONTHLY	WEEKLY	HOURLY
<b>OTHER COMPENSATIONS OR BONUSES:</b>			

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<b>REASON FOR LEAVING:</b>			
<b>BASE SALARY:</b>	MONTHLY	WEEKLY	HOURLY
<b>OTHER COMPENSATIONS OR BONUSES:</b>			

**EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY**

PLEASE USE THIS SPACE TO EXPLAIN EMPLOYMENT HISTORY INTERRUPTIONS SINCE HIGH SCHOOL THAT DO NOT PERTAIN TO PREGNANCY, CHILD CARE, DISABILITY OR ANY OTHER PROTECTED ACTIVITY.

**REFERENCES**

DO NOT INCLUDE RELATIVES, FORMER EMPLOYERS, OR PERSONS LIVING OUTSIDE THE UNITED STATES. LIST ONLY REFERENCES WHO HAS A DEFINITE KNOWLEDGE IF YOUR QUALIFICATIONS AND FIT FOR THE POSITION FOR WHICH YOU ARE APPLYING. DO NOT REPEAT THE NAMES OF SUPERVISORS LISTED IN THE EMPLOYMENT SECTION OF THIS APPLICATION.

Name	Years Known	Address	Phone

**EMERGENCY CONTACT**

NAME:	
RELATIONSHIP:	
ADDRESS:	
HOME PHONE:	
CITY, STATE, ZIP:	
BUSINESS PHONE:	

## **AUTHORIZATION AND AGREEMENT**

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made known to the Human Resource Manager.

I certify the information provided in the application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that if I am applying for a law enforcement position, I will be required to comply with all requirements of the Peace Officer Standards and Training Board (or equivalent agency) required by the state. I further understand that any offer of employment is conditioned upon completing all those tests, including physical agility, to determine my fitness for this position.

I understand that acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason: similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and a duly authorized representative of this employing organization.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_