

Application for Playground Program 2019

Applications must be submitted by Friday May 3rd

Please return to the office
425 East Broad Street Westfield NJ 07090

Dear Applicant:

Thank you for being interested for applying for a job with the Westfield Recreation Department, for our Playground Program.. You can hand in the application, mail it in, or email it to the Playground Coordinator. If you have any questions please contact the Playground Coordinator, contact information is down below.

Please keep in mind the following while filling out the application:

- Please read job description before filling out the application
- Applicants must be 16 years of age or older by the start of the program. If you are under the age of 16, you can apply for a CIT position.
- Application must be hand-written neatly, use a pen and write legibly. If we cannot read the application it will be returned to you.
- Working papers will not be accepted with your application. Working papers are promise of employment and we cannot guarantee that until after all interviews have been completed.
- Staff must be able to work the hours of the program and training.
 - Staff Training – Saturday, June 15th, 9-4.
 - Camp – Wednesday, June 25th to Friday August 9th.
- Attendance is very important. We will look to hire people who can work the entire length of the program. (Family vacations are not excusable).
- Resume is very much appreciated.
- Please keep in mind that, the applicant must fill out the application.
- Reference can be teachers, guidance counselors, supervisors, coaches and people that can talk about your strengths. Please do not use family members as your references.

Any questions, please feel free to contact the Playground Coordinator.

Thank you!

Lauren Harmer
Playground Coordinator
Westfield Recreation Department
425 East Broad Street
Westfield NJ, 07090
908-789-4080 ext.4088



JOB DESCRIPTION

DATE: January 2019

Job Title: Site Supervisor

Department: Recreation

Reports to – Playground Manager

Grade Level: N/A Union Affiliation: N/A

Status: Seasonal/Part Time

HRS/WK.: 35 Schedule: M-F/Subject to Change

1. Summary

- ❖ Provide a safe environment for the children enrolled in the Playground Program. To provide creative and interactive activities for the children to enjoy while on site. To be a positive role model for all the children enrolled in the program, and Leaders, Counselors, and Counselors in Training. To fulfill all task and other requirements from the Playground Coordinator and Recreation Director. Under the supervision of Playground Manager, Playground Coordinator and Recreation Director.

2. Supervisory Responsibilities

- ❖ Directly oversee campers, Leader, Counselors, and Counselors in Training.

3. Working conditions

- ❖ Outdoors, high temperatures, indoor at the site, and off-site trips.

4. Essential Functions

- ❖ Attend pre-season training and meetings.
- ❖ Submit all reports to Playground Manager within the designated time frame.
- ❖ Maintain First Aid materials
- ❖ Maintain all equipment given by the Recreation Department
- ❖ Keep accurate files of emergency information
- ❖ Make sure to give Group Leaders there assignments for the day
- ❖ Make sure that all incident reports are filled out thoroughly and detailed. This includes medical and other incidents as well.
- ❖ Maintain notes and carpool forms from parents regarding specific instructions(pickups, and medical)
- ❖ Maintain daily and weekly group schedules and communicate with all staff.
- ❖ Maintain daily attendance records of staff and campers
- ❖ Follow assignments for campers and staff as instructed by Playground Manager and Playground Coordinator.
- ❖ Provide direct group supervision
- ❖ Help staff improve supervisory skills through observation, feedback, and other construction techniques.
- ❖ Perform a mid-season and end of season evaluation for all staff; including Counselors in Training.

- ❖ Maintain daily and weekly group schedules and communicate with all staff.
 - ❖ Conduct staff meetings weekly.
 - ❖ Complete weekly reports due to the Playground Manager every Monday morning at the Pool meeting.
 - ❖ Coordinate with the Playground Manager all internal and external publicity; including newsletter information due every Friday Morning.
 - ❖ Submit staff time sheets for payroll.
 - ❖ Submit requests for additional materials and lesson plans to the Playground Manager
 - ❖ Determine a rotation for the Road Rules Tournament starting the 2nd week of camp.
 - ❖ Ensure that your site is cleaned every day and at the end of the six-week camp program.
 - ❖ Report all safety hazards to the Playground Manager immediately
 - ❖ Take an active role and participate in daily activities
 - ❖ Strive to keep all children motivated and involved in all activities
 - ❖ Maintain good sportsmanship among children
 - ❖ Determine a rotation for late pickups
 - ❖ Maintain a good relationship and open communication with staff, parents, and school staff
 - ❖ Ensure that your site is cleaned every day and at the end of the six week camp program.
 - ❖ Coordinate and conduct fair, these days, specialty days, field day, and the Playground Bash
 - ❖ Prepare children and staff for field trips
 - ❖ Maintain permission slips and money for field trips, and specialty days
 - ❖ Coordinate and conduct everybody's Birthday for your site.
 - ❖ Attend, help organize and conduct activities at the Playground Fair and Playground Bash
 - ❖ Perform and organize all events on the calendar
 - ❖ Stay on site until all campers are picked up
 - ❖ Always make sure a child is not alone with you, leader, counselors, or Counselors in Training
 - ❖ Perform all duties with safety and responsibility in mind
 - ❖ Perform other tasks as assigned
5. Knowledge, Skills, and Abilities
- ❖ Outstanding leadership skills
 - ❖ Excellent interpersonal skills
 - ❖ Knowledge of activities and games suitable for Kindergarten through 5th grade.
 - ❖ Must possess problem- solving skills in a situation that may arise between children and/or staff
 - ❖ Ability to multi-task requiring excellent organizational skills, enabling you to plan, prepare and implement various activities while keeping track of children on your school site
 - ❖ Ability to maintain an open line of communication with parents, children, staff, school personnel
 - ❖ Maintain enthusiasm among all participants and staff
 - ❖ Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position
 - ❖ Must be able to participate in potentially strenuous physical activity

- ❖ Ability to establish and maintain effective working relationships with associates, subordinates, participants, parents and the general public
 - ❖ Must be able to lift 50 pounds and carry it for 100 feet
 - ❖ Ability to walk, stand, and sit (including on the floor) for extended periods
 - ❖ Position may require bending, leaning, kneeling, and walking
 - ❖ Must be alert through the camp day
6. Education, Experience and Special Requirements
- ❖ Must have graduated from High School.
 - ❖ Must be a minimum of 20 years old
 - ❖ Minimum of 2 years of experience with childcare, teaching, or camp counseling including working with children in Kindergarten through 5th grade required.
 - ❖ Prior leadership roles allowing for management of staff.
 - ❖ Education or Recreation major encouraged.
 - ❖ At least two semesters of college completed
 - ❖ CPR certification preferred.
 - ❖ Must have an appropriate, valid driver's license.
7. Special Requirements (Subject to Change)
- ❖ Must attend Staff Orientation on Saturday, June 15th, 2019, 9 am to 4 pm at Community Room at the Westfield Recreation Department.
 - ❖ Must attend Site Supervisors and Leader meeting, Thursday May 23rd at 3:30 pm in Large Conference Room at the Westfield Recreation Department.
 - ❖ Be present at site during normal work hours. Hours : Monday 9:30 am to 11:30 am/12:45 to 4:00 pm, Tuesday – Thursday 8:45 am to 12pm/12:45 pm to 4:00pm/Friday : 8:45 am to 3pm
 - ❖ Must be available to attend Playground Fair, Wednesday, July 10th
 - ❖ Must attend a weekly staff meeting at the Memorial Pool at 9:30 am
 - ❖ Must attend weekly supervisor and leader meeting with the Playground manager, held Fridays at 3:30 pm in the back conference room.
8. Success Factors
- Personal characteristics that contribute to an individual's ability to excel on the job
- ❖ Organized
 - ❖ Trustworthy
 - ❖ Honest
 - ❖ Responsible
 - ❖ Mature
 - ❖ Professional
 - ❖ Patient
 - ❖ Reliable



Town of Westfield

425 East Broad Street, Westfield, New Jersey 07090

Employment Application

Applicant Information:

Name (Last, First, Middle): _____

Address: _____ (Apt. if applicable) _____

City/Town/Zip: _____

Telephone: Home: () _____ Cell: () _____

E-mail: _____ Social Security Number: ____ - ____ - ____

Position applied for: _____

Have you ever applied to the Town of Westfield before: ___ Yes ___ No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ___ Full time ___ Part time ___ Temporary ___ Seasonal

Are you currently employed: ___ Yes ___ No May we contact you at work: ___ Yes ___ No

May we contact your current employer: ___ Yes ___ No

Are you currently on layoff status and subject to recall: ___ Yes ___ No

Do you possess a valid driver's license: ___ Yes ___ No

Do you possess a valid commercial driver's license: ___ Yes ___ No If yes, please list any
endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ___ Yes ___ No

Are you legally eligible to work in the United States of America: ___ Yes ___ No (Pursuant to
Federal Law, proof of US Citizenship or immigration status will be required if you are hired.)

Please be advised that any offer of employment may be subject to job-related medical, physical, drug, or
psychological tests as well as complete background and criminal checks.

The Town of Westfield is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers and any major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked "comments" located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Comments: _____

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Town of Westfield, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Town of Westfield later discovers that information on this form was incomplete, untrue, or inaccurate.

I give the Town of Westfield the right to investigate the information I have provided and talk with former employers (except where I have indicated they may not be contacted). I give the Town of Westfield the right to secure additional job-related information about me. I release the Town of Westfield and its representatives from all liability for seeking such information.

I understand that the Town of Westfield is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Town of Westfield will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Town of Westfield may terminate me at any time in accordance with its established policies and procedures. No representatives of the Town of Westfield may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that I may be subject to complete background and criminal checks.

For your application to be considered, you must sign and date below.

Applicant's Signature _____ **Date** _____

Westfield Recreation – Playground Staff Application (Please Print)

Dates	Program	Organization
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1. What is your background with children?

2. Why do you want to work at the Playground Program?

I hereby certify that the information I have provided in this application is accurate

Applicant's Signature

Date