City of Camden

Seasonal Summer Recreation Program
Application Instructions

Dear Applicant,

The City of Camden, Department of Human Services offers a wide variety of activities through our summer recreation programs for resident's ages 6-14 years old. As a result, we have many opportunities for seasonal summer employment.

Minimum Qualifications for Employment:

- Must be at least 18 years of age.
- Must be available to work 8 weeks (Monday – Friday) between the dates of June 30, 2014 – August 15, 2014.
- High School Diploma or G.E.D Preferred

Complete each section of the attached application fully. Review all of the information to ensure it is correct. Resumes will be accepted as supplemental information, however do not write "see resume" in response to questions on the application. Failure to complete the application and essay questions thoroughly could result in disqualification from the review process.

All forms require a signature and must be submitted in person. Applications cannot be submitted electronically. Return completed applications to:

City of Camden
Department of Human Services
Bureau of Recreation
North Camden Community Center
1000 N. 6th Street
Camden, New Jersey 08102
Phone: (856) 968-6444

Applications will be accepted and considered complete <u>ONLY</u> if each of the following items are submitted:

- Complete employment application
- Copy of two forms of identification:
  - Social Security Card
  - New Jersey Driver's License or State/County ID

Application must be legible, complete and signed. Resumes are optional, but will not be accepted in lieu of an application.

Applicants may be required to undergo a personal interview.

Potential adult hires are required to pass a physical, drug screening and criminal background check.

All applications must be received by Friday, May 23, 2014

Please note: **Above requirements are necessary for consideration for employment only, obtaining the above requirements does not guarantee employment.**

CITY OF CAMDEN
DEPARTMENT OF HUMAN SERVICES
RECREATION SUMMER FOOD SERVICE PROGRAM
EMPLOYMENT OPPORTUNITIES

We are currently accepting applications for temporary summer employment for the 2014 Summer Recreation/Food Service Program. We are seeking enthusiastic and dedicated individuals to provide Camden youth with a great summer experience filled with fun, education, and activities.

RECREATION SITE SUPERVISOR

Responsible for the day-to-day management of Recreation/Food Service Site. Candidate should have prior experience in managing a recreation site or student personnel. Duties include supervision of site personnel, ensure safe environment, record keeping, meal ordering, coordination of daily program activities and other related duties.

Monday – Friday 7:00 am to 3:30 pm $10 - $12/hour

RECREATION SITE AIDE

Assists recreation site supervisor in the day-to-day management of Recreation/Food Service Site. Duties include supervision of program participants during program activities (including meal service), assist recreation site supervisor in taking daily attendance and other related duties.

Monday – Friday 8:30 am to 3:00 pm $8.25 - $9/hour.

SUMMER PROGRAM MONITOR

Responsible for visiting program sites on a daily basis and observing meal service and other program activities. Candidates should have several years experience in summer recreation, management and planning. Duties include ensuring that site personnel maintain records, ensure that program operates in accordance with regulations, prepare reports, suggest corrective action and conduct on site training when necessary.

Monday – Friday 7:30 am to 3:30 pm $12 - $15/hour

For additional information contact:

North Camden Community Center
Department of Human Services
Bureau of Recreation
1000 N. 6th Street
Camden, New Jersey 08102
Phone: (856) 757-7096 or (856) 968-6444
Fax: (856) 757-7360
Janean Gooden or Amanda Thompson

Application Deadline is May 23, 2014

Must apply in person

"THE CITY OF CAMDEN IS AN EQUAL OPPORTUNITY EMPLOYER"

City of Camden

2014

Seasonal Summer Recreation Program Application

Print information in ink. Please include all information required, even if listed in your resume.

PERSONAL INFORMATION

Name: _____ Date of Application: _____

Social Security #: _____ Date of Birth: _____
(OFFICIAL CARD MUST BE PRESENTED)

Home Address: _____

City: _____ State: _____ Zip: _____

Cellular Phone #: _____ Home Phone #: _____

Email Address: _____ @ _____._____

U.S. Citizen: _____ If NOT, Visa # and expiration date: _____

POSITION APPLYING FOR

_____Recreation Aide _____Site Supervisor _____Monitor

Minimum Salary: _____ Date Available: _____

EDUCATION

Highest Grade Completed: (K-12) _____ Diploma/G.E.D. _____Yes _____No

Trade Schools Attended: _____

Dates Attended: _____ Major: _____

Colleges Attended: _____

Dates Attended: _____ Major: _____

State any additional information you feel may be helpful to us in considering your application:

_____

_____

_____

(OVER)

EMPLOYMENT HISTORY

Are you currently employed? _____ Yes _____No

If YES, list current employer; If NO list last employer (You may attach a resume)

Employer: _____ Phone #: _____

Address: _____ City:_____ State:_____ Zip:_____

Position: _____ Dates: _____

(IF NO LONGER EMPLOYED)Reason for Separation:_____

(Attach additional sheet if necessary)

Have you previously work for the City of Camden? _____ Yes _____ No

If yes, Job Title: _____ When: _____

References

Please give the name, address and telephone number of three professional references who are *not* related to you:

1._____

2._____

3._____

Special Skills and Qualifications

Summarize special job related skills and qualifications acquired from employment or other experience

_____

_____

_____

CERTIFICATIONS

Other than traffic violations, have you ever been convicted of a crime? _____Yes _____ No

(If YES, please explain circumstances on separate page)

Are you physically capable of performing the duties of the position applied for? _____Yes _____ No

If NO, please explain: _____

I now certify to the best of my knowledge and belief, that all of my statements are true and made in good faith.

I hereby authorize the City of Camden to request from law enforcement agencies, or other relevant entities, any information pertaining to by background deemed necessary in determining my suitability for employment. I also release said parties from any and all responsibility in supplying the requested information.

I understand that upon an offer of employment, I must undergo a physical examination including drug screening. By failing these examinations, the offer of employment will be withdrawn. I understand that my employment as a temporary employee does not entitle me to benefits extended to regular employees. These include health, pension, leave time, compensation time and holidays.

Signature: _____ Date: _____

"An Equal Opportunity Employer"

For Human Services Use ONLY

Received By: _____ Date: _____

APPLICATION ESSAY AND SHORT ANSWER QUESTIONS FOR CANDIDATES INTERESTED IN THE FOLLOWING POSITIONS:

Recreation Aide and Site Supervisor

Applicants: Please answer the following questions as completely as possible. You may use additional sheets of paper to answer the questions. Employment applications received without the Application essay and short answer questions will be considered incomplete and therefore ineligible for employment.

What do you think the job of Recreation Aide entails?

Why are you applying for a position as a summer recreation aide? What do you hope to gain from this experience?

Give examples of activities that you would do with participants who you are assigned to supervise?

What is a leader?

What special skills can you share with the participants who attend our summer recreation program?

Talk about an accomplishment of yours that you are particularly proud of:

AFFIDAVIT OF RESIDENCE OF
EMPLOYEE OF CITY OF CAMDEN
(CITY RESIDENT)

STATE OF NEW JERSEY)
SS:
COUNTY OF CAMDEN)

I, _____, of full age, being duly sworn upon my oath according to law, depose ad say:

1. I am an employee of the City of Camden, My present position is _____.

2. I am a permanent resident of the City of Camden. My permanent home address is _____, Camden, New Jersey, this meaning the place at which I and my family live, and where I now intend to remain.

3. I am aware that Ordinance MC-1760 requires, as a condition of my employment, that I maintain my permanent residence and home in the City of Camden as long as I remain a City employee, unless specifically exempted under Section 1(c) thereof.

_____

(Signature)

Sworn an Subscribed to
Before me this ____day
of _____2014