

## REQUIRED BACKGROUND CHECKS, TRAINING, and AFFIDAVIT INFORMATION FOR CHILD-CARE POSITIONS

The PA. Child Protective Services Law (“CPSL”) requires the following clearances and criminal record checks for prospective employees whose positions have a “significant likelihood of regular contact with children in the form of care, guidance, supervision, or training.” **Child Abuse Clearance, PA Criminal Record Check, F.B.I. Fingerprinting, and Mandatory Reporter Training Certificate are required along with your application.**

**No applications will be considered until all materials are provided.**

Clearances expire after (5) years. If we have a record of your clearances within the (5) year period, you only need to submit your application.

**If you are offered a position (whether a returning employee or new prospective employee) a Township Affidavit will be provided and you are required to have the affidavit notarized before you are employed and can begin work.**

The Township DOES NOT reimburse for any clearances, training, or affidavit notary fees.

**Positions requiring the above include: Playground Site Supervisors, Playground Leaders, Teen Trex Supervisors, Park Attendant, as well as other positions throughout the year that work with or supervise children.**

## SUMMARY OF 2019 APPLICATION PROCESS

- o **DEADLINE FOR APPLICATIONS:**
  - February 8, for previous employees.
  - March 1, for new applicants (along with all required clearances as listed on the side panel).
  - All applications received after March 1 will be reviewed as openings occur.Note position preference on application (#1- Park Maintenance, #2 Playground Leader, etc.)
- o **ALL APPLICANTS,** including former employees, must complete the entire employment application each year. All seasonal employees are selected annually. Employment is not guaranteed each year.
- o Priority will be given to applicants residing in Upper Moreland Township (provided qualifications for position are satisfied). Further, it is the preference of the Township not to hire more than one person per family.
- o If you are attending college, note on your application the dates of your spring break or dates of availability for which an interview can be scheduled. Also, indicate dates during the summer that you are available for employment (start and end dates and any dates you may be requesting off).
- o If applying for Park Maintenance Positions you are **REQUIRED** to include your PA Drivers’ License Number on the employment application.
- o Due to the significant volume of applications received only those employees selected for hire will be notified of employment offer.
- o **ALL** positions are hourly, seasonal in nature, and carry **NO** benefits except for workers compensation if you are injured on the job.

Some positions may require the prospective employee pass a drug and alcohol test, proof of clearances, and random tests throughout the seasonal employment.

## TOWNSHIP OF UPPER MORELAND DEPARTMENT OF PARKS AND RECREATION

# SEASONAL EMPLOYMENT OPPORTUNITIES 2019

**MUST READ ENTIRE BROCHURE  
BEFORE COMPLETING THE  
EMPLOYMENT APPLICATION**



**117 Park Avenue  
Willow Grove, PA 19090  
215-659-3100 ext. 1039  
Fax: 215-659-8899**

**Township: [www.uppermoreland.org](http://www.uppermoreland.org)  
Recreation: [www.uppermorelandrec.com](http://www.uppermorelandrec.com)**

Patrick T. Stasio, Director of Parks and Recreation  
Katie Kollar, Recreation Program Coordinator  
James Murphy, Parks Foreman

## SUMMER PLAYGROUND POSITIONS

*\*Please see the panels detailing background clearances required with your application, returning employees please call the Dept. to determine what is required with your application\**

### \* PLAYGROUND SITE SUPERVISORS

**UP TO (4) POSITIONS:** UM Middle School or UM Elementary School Complex (location are pending school availability).

**JOB DUTIES:** Site Supervisor for recreational activities/sports for youngsters grades 1-8 at local school/parks. Enforce all rules and regulations of the program; supervise staff, communicate/coordinate with park/school personnel daily, serve as site program disciplinarian and communicate daily with parents concerning program events, child behavior, and other issues.

**TIME PERIOD:** 8 weeks. (June 24 – August 16)

**HOURS:** Monday – Friday, 8:00 am-5:00 pm. Work schedule and staffing levels subject to change pending enrollment.

**2019 PAY SCALE:** \$12.50-\$14.00 per hour dependent upon qualifications/experience.

**QUALIFICATIONS:** Experience in planning/ coordinating youth programs and in supervising children. Graduate from an accredited college with a degree in Education or Recreation Management preferred. Preference for applicants with certification by the PA Dept of Education. CPR/First Aid Certification required (training available). **Min Age: 21**

### \* PLAYGROUND LEADERS

**SUMMER PLAYGROUNDS UP TO (22) POSITIONS:** UM Middle School or UM Elementary School Complex.

**JOB DUTIES:** Supervising recreational activities/sports for youngsters grades 1-8 at local school/parks, under the direction of the Site Supervisor.

**TIME PERIOD:** 8 weeks. (June 24 – August 16)

**HOURS:** Monday – Friday, 8:00 am-5:00 pm. Work schedule and staffing levels subject to change pending enrollment.

**2019 PAY SCALE:** \$10.00-\$11.75 per hour dependent upon qualifications/experience.

**QUALIFICATIONS:** Experience in planning/ coordinating youth programs and in supervising children. One year of college courses in recreation, education or phys. ed. preferred. Diverse background/experience desired. CPR/First Aid Cert recommended (training available). **Min Age: 18. Will consider high school graduate who turns 18 during the program.**

### \* TEEN TREX SUPERVISORS

**TEEN TREX INSTRUCTORS UP TO (2) POSITIONS:**

Pileggi Park, Shoemaker Road, Huntingdon Valley

**JOB DUTIES:** Supervising recreational activities/sports for teens age 12–15. Under the direction of the Recreation Program Coordinator prepare weekly plans, travel to various locations with youngsters, and communicate the program daily with parents. Supervisors are required to drive a 15 person van to transport participants.

**TIME PERIOD:** 8 weeks. (June 24 – August 16; omit 7/1-5)

**HOURS:** Mon – Thurs, 8:30am – 4:30pm (may be later pending trips). This is a week by week program; therefore, work schedule and staffing levels subject to change pending enrollment.

**2019 PAY SCALE:** \$13.00-\$16.50 per hour dependent upon qualifications/experience and driving responsibilities.

**QUALIFICATIONS:** Substantial experience in supervising youth; Degree in Education or Recreation Management preferred. Preference for applicants with certification by the PA Dept. of Education. CPR/First Aid Certification required (training available). **Min Age: 25.** Driver Record Check is required.

### PARK MAINTENANCE and PARK ATTENDANT POSITIONS

*may require the prospective employee pass a drug / alcohol test, background checks, and random tests throughout employment.*

### PARKS MAINTENANCE

**UP TO (8) POSITIONS:** up to 5 at Buehler Park Shop; 1 at Masons Mill Park; 1 at Veterans Memorial Park; 1 at Pileggi Park.

**JOB DUTIES:** Mowing/trimming grass, trash collection, painting, field grooming, and other misc. jobs.

**TIME PERIOD:** April 15 – October 12. Indicate on application specific start /end dates.

**HOURS:** Mon-Fri, 6:30am-2:15pm, 40 hr./wk. Hours subject to change/reduction pending weather conditions.

**2019 PAY SCALE:** \$15.25-\$16.50 per hour, rate dependent upon qualifications/experience.

**QUALIFICATIONS:** Experience in grounds maintenance & tractors/mowers/trucks. Valid Driver's License is required. Mechanical abilities preferred. **Minimum Age: 18. Will consider a 17 year old high school graduate.**

**ATTIRE:** Employees MUST supply and wear long pants & boots (steel-toe preferred) at all times. (3) Staff T-Shirts, required for work, will be provided by the dept. Additional shirts are available for purchase. The Twp. will provide work gloves, earplugs, and safety glasses when appropriate.

### LANDSCAPE BED WORKER

**UP TO (1) POSITION:** Various Parks

**JOB DUTIES:** weeding, mulching, raking, watering, cleaning, and other maintenance as required for the care and appearance of all landscape beds.

**TIME PERIOD:** April 15 – October 15.

**HOURS:** Hours vary, two to four days a week, approximately 15-20 hr./wk. Hours subject to change/reduction pending weather conditions.

**2019 PAY SCALE:** \$12.00 per hour, rate dependent upon qualifications/experience.

**QUALIFICATIONS:** Experience in grounds maintenance and landscaping required. Valid Driver's License is required.

**Minimum Age: 18**

**ATTIRE:** Employees MUST supply and wear long pants & boots (steel-toe preferred) at all times. (2) Staff T-Shirts, required for work, will be provided by the dept. Additional shirts are available for purchase. The Twp. will provide work gloves, earplugs, and safety glasses when appropriate.

### \* PARK ATTENDANTS

**UP TO (12) POSITIONS:** Part-Time Masons Mill and / or Veterans Memorial Parks (Veterans Park workers TBD).

**JOB DUTIES:** Pick up trash, supervise court operations, enforce park rules/regulations, monitor facilities, clean restrooms, and assist park patrons. All work is weather permitting.

**TIME PERIOD:** April – Oct. (weekends in Nov) Parks are open (7) days a week. Indicate on application days/dates/times of availability. **All staff members are expected to work various shifts throughout the week/year.** The parks have two workers scheduled for all weekend and all night shifts.

**SHIFT HOURS:**

- weekday: Mon-Fri 8a-2p

- weekday midday: Mon-Fri 2p-7p

- weekday nights: Mon-Fri 7p-11p (parks close at 10p on Fridays)

- weekend: Sat-Sun 8a-3p

- weekend midday: Sat-Sun 11a-5p

- weekend evening: Sat-Sun 3p-10p

- weekend night: Sat-Sun 5p-10p

**2019 PAY SCALE:** \$12.30 - \$14.60 per hour rate dependent upon qualifications/experience.

**QUALIFICATIONS:** Personable, strong customer orientated, present professional manner, dependable, ambitious. **Min Age: 18. Will consider a 17 year old high school graduate.**