

LIMERICK TOWNSHIP DEPARTMENT  
OF PARKS & RECREATION  
SUMMER SHAMROCK CAMPS  
SEASONAL EMPLOYMENT OPPORTUNITIES

**Summer Shamrock Camp Dates: Monday, June 19, 2023, through Friday, August 4, 2023**

<b>Camp Shamrock</b>	8:00 a.m. – 5:00 p.m.	Location: Brooke Elementary	Youths Grades 1- 4th
<b>Shamrock Adventures</b>	8:00 a.m. – 5:00 p.m.	Location: Brooke Elementary	Youths Grades 5 – 7 <sup>th</sup>

**SITE SUPERVISOR**

**Salary Range starting at \$18.00 per hour (depending on work experience) Positions available: (Camp Shamrock & Shamrock Adventures)**

**Job description:**

- Responsible for the supervision of all participants and camp staff at the camp site.
- Supervise the daily check-in and check-out procedures.
- Supervise the daily activity planning for each Assistant Site Supervisor and their groups.
- Supervise and coordinate all camp supplies and equipment.
- Oversee all paperwork from camp, i.e., incident reports, staff time sheets, parent notes, trip lists etc.
- Act as liaison between staff and the Park & Recreation Director or Summer Camp Supervisor.
- Attend field trips.

**Requirements:** College degree and/or teaching certification preferred. Previous experience in leading children of various age levels preferred. Previous supervising and leading staff members preferred.

**ASSISTANT SUPERVISOR**

**Salary Range starting at \$15.00 per hour (depending on work experience) Positions available: (Camp Shamrock & Shamrock Adventures)**

**Job description:**

- Responsible for the supervision of assigned age group within the camp site.
- Responsible for the daily check-in and check-out procedures.
- Plan and organize weekly activity schedule with crafts and games for assigned age group.
- Implement daily activities with assistance from the camp counselors.
- Supervise camp counselors & CIT's that are assigned to age group.
- Act as liaison between Camp Counselors and the Site Supervisor.
- Attend field trips.

**Requirements:** College Junior or Senior preferred. Individuals should have some experience in leading children of various age levels. They should have demonstrated abilities to work with children and a good attitude working with others.

## **CAMP COUNSELOR**

**Salary starting at \$12.00 per hour**

**Positions available: (Camp Shamrock & Shamrock Adventures)**

### **Job description:**

- Responsible for assisting the Assistant Site Supervisors in the supervision of children with the assigned agegroup.
- Lead various daily activities from arts and crafts to games.
- Assist with keeping the facility and camp equipment and supplies neat and organized.
- Attend assigned field trips
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**Requirements:** Should be 15 years old or older. These individuals do not need previous experience but must have a demonstrated ability to work with children. Must be enthusiastic and have a good attitude.

## **PLEASE NOTE:**

- **All employees are required to attend Staff Orientation on Fri 6/16 – mandatory for employment**
- Current year FBI Fingerprinting, Criminal Background Checks and Child Abuse Clearances are required once hired.
- Previous employment with Limerick Township does not guarantee rehire.
- Employees are required to work the entire length of the summer season without vacation days (unless otherwise noted) – 7 weeks total.
- You are applying for a seasonal seven – week paid position. Employees will be permitted to take no more than two days off at a time and a total of seven days during their seven weeks of employment with LTP&R. We understand an unforeseen circumstance may occur during this time and accommodations will be made for cases such as these. All vacation requests must be approved at least two days in advance by the Director of Parks & Recreation. Please be aware of this policy when applying for a position.
- Summer Camp Staff positions are physical and active positions which include running, standing, walking, etc. Employees must also be able to work various climate conditions, when necessary, while on site at camp and off site at field trips – high heat, humidity, rain, etc.
- Positions are classified as part-time, seasonal employment for 7 weeks.
- Shifts are assigned in 8-hour increments between the hours of 8:00 a.m. & 5:00 p.m. Monday through Friday. Please note camp will be closed on July 4<sup>th</sup> in observance of Independence Day.



Limerick Township  
 Department of Parks & Recreation  
 646 West Ridge Pike Limerick, PA 19468  
 610-495-6432 www.limerickpa.org



## Application for Seasonal Employment – Summer Shamrock Camps 2023

**\*\* Deadline to submit application is February 28<sup>th</sup>. Interviews will take place in March. \*\***

**Please Print & Fill Out Completely:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**\*\* Please provide an email address that is checked regularly as all communication will be made through email. \*\***

**Please indicate T-shirt size:**

\_\_\_\_ Adult Small \_\_\_\_ Adult Medium \_\_\_\_ Adult Large \_\_\_\_ Adult XL \_\_\_\_ Adult 2XL \_\_\_\_ 3XL Adult \_\_\_\_

**EDUCATION INFORMATION:**

High School \_\_\_\_\_ Current Yr. in School: \_\_\_\_\_ Grad. Yr. \_\_\_\_\_

High School City & State \_\_\_\_\_

College/University \_\_\_\_\_ Current Yr. in School: \_\_\_\_\_ Grad. Yr. \_\_\_\_\_

College City & State \_\_\_\_\_

Concentration/Major \_\_\_\_\_

Post Graduate Education \_\_\_\_\_ Grad. Yr. \_\_\_\_\_

**SKILLS & TRAINING:** Please list all applicable skills and training for applicable job (babysitting, community service, school clubs, computer skills, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Summer Camp Positions to be consider for: (Please check)**

Camp Shamrock (1<sup>st</sup>-4<sup>th</sup>) \_\_\_\_\_

Shamrock Adventures (5<sup>th</sup>-7<sup>th</sup>) \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Assistant Site Supervisor \_\_\_\_\_

Camp Counselor \_\_\_\_\_



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**EMPLOYMENT:** Please list your last or present job.

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Work Dates: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**REFERENCES:** Please list two current references, **other than family members.**

1.  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Company/School: \_\_\_\_\_

2.  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Company/School: \_\_\_\_\_

Limerick Township is an Equal Opportunity Employer. Limerick Township considers applicants for all positions without regards to race, color, religion, creed, gender, national origin, disability, or any other legally protected status.

**\*\* You are applying for a seasonal seven-week paid position. Employees will be permitted to take no more than two days off at a time and a total of seven days during their seven weeks of employment with LTP&R. We understand an unforeseen circumstance may occur during this time and special accommodations will be made for cases such as these. All vacation requests must be approved at least two days in advance by the Parks and Recreation Director. Mandatory orientation is June 17<sup>th</sup>. Please be aware of this policy when applying for a position with LTP&R. \*\***

**LTP&R APPLICATION CONSENT**

With the submission of this application, I certify that all statements are true and correct to the best of my knowledge and belief. Any misrepresentation or omissions on this application may be cause for rejection of the application or dismissal after employment. I authorize investigation of all statements contained in this application and authorize the Township to perform a background check as may be necessary in arriving at an employment decision.

I understand that all employees of the Township are employed at-will, which means that either the Township or the employee may terminate the employment relationship at any time, with or without notice, and for any and no reason. No employee or representative of the Township has authority to enter into any agreement specifying duration of employment or abrogating an employee's at-will status. I understand that this application is not intended to confer any contractual right or obligation to any party and that the Township reserves the right to change any practice, policy, or procedure with or without notice, at its sole discretion.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Administrative Use Only**

Date Received: \_\_\_\_\_ Interview Date: \_\_\_\_\_  
 Position Offered: \_\_\_\_\_ Hired: Yes No  
 Starting Salary: \_\_\_\_\_