



Haverford Township
Department of Parks & Recreation
 9000 Parkview Drive, Haverford, PA 19041
 (484) 380-2730 www.havtwp.org

Life. Be In It.

Director of Parks & Recreation: Brian Barrett
 Assistant Director of Parks & Recreation: Eileen Mottola
 Operations Supervisor: Larry Woods
 Marketing Coordinator: Kirsten Taylor
 Outdoor Reserve Supervisor: Matt Duffus
 Park Maintenance: Jason O'Brien
 Rentals Supervisor: Jack DiNardo
 Fitness Coordinator: Jackie O'Doherty
 Administrative Assistant: Jamie McCloskey
 Program Coordinator: Julien Simpson
 Program Coordinator: Chris Rodgers

2023 Summer Staff Interview Information

Senior Counselors – To be considered for employment, applicants must be 18 years of age or completed high school. Staff schedules and hours are dependent on job placement.

Junior Counselors – Jr. counselor applicants must be at least 16 years of age or a rising 11th grader. Jr. counselors work an average of 12-16 hours per week depending on placement.

Summer programs run 6-7 weeks (June 26 – August 4). There will be staff orientation on Wednesday, May 24 beginning at 4:30pm. Staff training will be held the week of June 20 – June 24. All applicants need to be available at this time.

Please send your completed application to Kirsten Taylor at ktaylor@havtwp.org or drop it off at the CREC by April 12 (9000 Parkview Drive, Haverford PA 19041).

Interviews will be conducted during these dates and times below via Zoom. Please circle **one** date you are available for an interview. Once we receive your application and questionnaire, we will let you know the exact time and send you a Zoom link. Interviews take about 15 minutes.

- | | |
|--------------------|----------|
| Tuesday, March 7 | 6-7:30pm |
| Tuesday, March 14 | 6-7:30pm |
| Thursday, April 6 | 6-7:30pm |
| Thursday, April 13 | 6-7:30pm |

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Employment Application

Haverford Township considers applicants for all positions without regard to race, color, disability or any other legally protected status. The application will be kept on file for one year. It is the applicant's responsibility to ensure that a current application is on file.

Position Applying For: _____

Name _____ Social Security # _____

Home Address: _____

School Name: _____

School Address: _____

Email: _____ Phone(H) _____ (Cell) _____

(please print clearly, we will contact you via email)

Have you ever filed an application with the township before? Yes _____ No _____

Have you ever worked for the township before? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____

Driver's License # _____ State _____

Birth Date (XX-XX-XXXX): _____

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____

If yes, please explain _____

Education

High School

Name

Graduation Date

College/University

Name

Current Year

Graduation Date

Major/Degree

Employment

List your last (or present) job first

1. _____

Job title

Company name

Dates of employment

2. _____

Job title

Company name

Dates of employment

References

(ie: teachers or employers)

1. _____

Name

Relationship

Phone #

Email

2. _____

Name

Relationship

Phone #

Email

With the submission of this application I certify that all the statements are true and correct to the best of my knowledge and belief. I hereby authorize Haverford Township to obtain information needed from my present and past employer to support this application.

Applicant's Signature _____

Date _____

Haverford Township Recreation Department Summer Staff Interview Questions

Please print clearly

Full Name: _____

Preferred Phone: _____

Email: _____

Please rank all camps you are interested in working this summer:

(Please rank in order of preference using the numbers 1-4)

- Preschool Camp
- Playground Camp
- ECP Camp
- Adventure Camps

Please rank all ages you are interested in working with this summer:

(please rank your preference using the numbers 1-4)

- Ages 3-5**
- Ages 6-12**
- Ages 10-14**

Please check which position you are interested in:

- Senior Counselor** (must be high school graduate or over 18)
- Junior Counselor** (must be 16 or rising 11th/12th grader)

Please check each week you are available for work this summer:

**Applicants without conflicts are more likely to be considered*

- Training June 20 – June 24
- Week 1 June 26 – June 30
- Week 2 July 5 – July 7
- Week 3 July 10 – July 14
- Week 4 July 17 – July 21
- Week 5 July 24 – July 28
- Week 6 July 31 – August 4

If you didn't check one or more boxes above, please explain why.

Are you available to work any of these weeks listed below?

- 6/5-6/9** No Yes
- 6/12-6/16** No Yes
- 8/7-8/11** No Yes
- 8/14-8/18** No Yes

Please list any experience with the following:

Summer Camps_____

Coaching_____

Sports_____

Art/Drawing_____

Nature/Environment_____

Dance_____

Theatre/Drama_____

Child Care_____

Other_____

Please rate your skill level on the scale of 1-5 by checking applicable boxes. Mark the comfortable teaching box only if you are comfortable teaching that skill.

1 = Beginner 3 = Intermediate 5 = Expert

						Comfortable Teaching?
Arts & Crafts	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Skits	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Songs	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Group Games	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Soccer	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Basketball	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Tennis	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Cheerleading/Dance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Outdoor Living Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Theater (Perf/Tech)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>
Magic	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/>

1. What do you know about Haverford Township Recreation? Tell us about yourself and why you want to work with the Recreation Department?

2. What age group do you prefer to work with and why?

3. We will have **mandatory** Orientation and staff training dates. Orientation will be Wednesday, May 24 from 4:30-6:30pm. Staff training will be scheduled between the following dates: June 20 – June 24. Do you have a conflict with any of these dates? If so, explain the conflict.

4. What 3 things do you think you might need to know about the campers in your group?

1.

2.

3.

5. What do you expect your favorite part of this job will be?

The most challenging part?

6. Tell me about a time when you had to deal with the challenging behavior of a child. What did you do?

7. What's the best decision you ever made?

8. Why should you be hired by the Recreation Department this summer?