PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

Southwest Community Center
Summer Camp 2013
Recreation Application

Return application with copies of certifications to:
Southwest Community Center
6820 SW 45th Ave.
Portland, OR 97219-1592
Attn: Summer Staff

Personal Information

All applications received will be reviewed and the most qualified, experienced & available candidates will receive interviews. Supplemental questions required with application. Resumes are encouraged. All Camp Staff must be available for the entire season from June 18 through August 30th. Mandatory staff training days are June 8, 9, 15 &17. Applicants must also be available for an in-person interview between March 25th and May 10th and pass a Criminal Background Check to be eligible for hire. All positions require 1st Aid/CPR certifications at the time of hire.

APPLICATION DEADLINES: **Returning Staff - Monday 3/04/13** **New Staff - Monday 3/11/13**

Name: _____ Cell Phone (____) _____-_____

Current Address: _____ Phone: (_____) _____-_____

City: _____ State: _____ Zip: _____ Email: _____

Permanent Address: _____ Phone: (_____) _____-_____

City: _____ State: _____ Zip: _____-_____

Education: 12 13 14 15 16 17 18 (circle last year completed) High School: _____ GED or Graduation Year: _____

College: _____ Graduation Year: _____ Major:_____

APPLYING FOR: Circle the position/s that best fits your skills & abilities AND rank the camp/s you'd prefer to work for each position you choose: **1** = *Very Interested* **2** = *Interested* **3** = *Would Accept*

Camp Director: ___Preschool ___Preschool Nature ___General Youth ___Sports ___Skateboarding

Assistant Director:___Preschool ___Preschool Nature ___General Youth ___Sports ___Skateboarding

Camp Counselor: ___Preschool ___Preschool Nature ___General Youth ___Sports ___Skateboarding

Inclusion Asst.: ___Preschool ___Preschool Nature ___General Youth ___Sports ___Skateboarding

☐ **I am a new applicant to Southwest C.C.** ☐ **I am returning/existing staff from Southwest C.C.**

Availability

Important! The following information has direct bearing on consideration for employment. We heavily weigh hiring decisions in favor of those who have full availability. It is critical for camp staff to be present each week. Camp Dates: 6/8-6/9, 6/15 & 6/17, 6/18-8/31/13.

List any dates you will be unable to work (If you are selected for employment and request time off after your hire, your request may not be approved).: _____

_____

What is the last date you will be able to report to work? _____

☐ **I can attend all mandatory trainings** on Sat 6/8, Sun 6/9, Sat 6/15, Mon 6/17.

☐ **I am available for an in-person interview** between 3/25 and 5/10.

Have you worked for Portland Parks & Recreation previously? ☐ Yes ☐ No

If yes, please please include this work in your employment history section (attach a sheet if necessary).

Number of hours per week you prefer to work: ☐ 5 to 10 ☐ 10 to 20 ☐ 20 to 30 ☐ 30 to 40

Time of day you are available to work (circle all that apply)**:**

☐ 7-9am, Before Care ☐ 9-1pm, AM ☐ 1-5pm, PM ☐ 5-6pm, After Care ☐ 9-5pm, Full Day

Days of week available to work: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐ Any

Other comments regarding your work schedule or in general: _____

_____

Hours and schedules are determined by program registration, demand, facility need, weather, mobility, and employee experience/ performance. Staff are placed in programs as needed and we cannot guarantee your choice of hours or days requested.

Supplemental Questions

Your responses to the following questions regarding your ability, experience & training will determine whether you are given further consideration in the selection process. Please include ages/populations and training relative to the position for which you are applying. ***If you need additional space, please attach a separate sheet of paper. Resumes recommended in addition to the supplemental application questions.***

1. What training & experience do you have teaching & managing groups of children? Provide examples of the different activities you have lead with youth. Please include the ages and the group size.

2. What experience do you have organizing activities? Describe a program, activity or event that you have planned and prepared for. What were you responsible for?

3. What experience do you have mentoring others? Share any opportunities you have had to mentor or supervise other staff, volunteers or younger youth. Please include the ages, group size and your responsibilities.

4. What unique training, skills and interests would you bring to SWCC camp programs? Please provide specific examples of activities. i.e. Collage art, soccer coach for 1st graders, raise chickens, play harmonica, ODS counselor, volunteer for special olympics, etc.
   Arts & Crafts:

   Camps Songs, Skits, Music:

   Science/Nature:

   Group Games:

   Sports:

   Other:

Skills

Use T, P, or E to mark the areas in which you have recent (P)articipation Experience, (T)eaching Experience, or (E)ducation/Training.

	2-5 yr	6-8 yr	9-12 yr	13 yr+
Camp Songs/Skits				
Arts/Crafts				
Table Games				
Team Building				
Science/Nature				
Nature Based Ed				
Theater				
Music				
Dance				

	2-5 yr	6-8 yr	9-12 yr	13 yr+
Basketball				
Soccer				
Lacrosse				
Volleyball				
Gymnastics				
Baseball				
Flexibility/Stretch				
Active Group Games				
Low-Activity Games				

Employment History

Please list your employment and/or volunteer history. Begin with your most recent experience.

Employer: _____ Phone: (____) _____-_____
Address: _____ City: _____ State: _____ Zip: _____
Name of Supervisor: _____ Title: _____
Position Held: _____ Dates Employed: _____ To _____
Duties: _____
_____
_____
Wage: _____/hr Average # of hours per week: _____ Average # of weeks per year: _____
May we contact this employer? ☐ Yes ☐ No Reason for leaving: _____

Employer: _____ Phone: (____) _____-_____
Address: _____ City: _____ State: _____ Zip: _____
Name of Supervisor: _____ Title: _____
Position Held: _____ Dates Employed: _____ To _____
Duties: _____
_____
_____
Wage: _____/hr Average # of hours per week: _____ Average # of weeks per year: _____
May we contact this employer? ☐ Yes ☐ No Reason for leaving: _____

Employer: _____ Phone: (____) _____-_____
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Position Held: _____ Dates Employed: _____ To _____
Duties: _____
_____
_____
Wage: _____/hr Average # of hours per week: _____ Average # of weeks per year: _____
May we contact this employer? ☐ Yes ☐ No Reason for leaving: _____

References

List Professional and/or Volunteer References:

1. Name: _____ Phone #: _____
   Position Held: _____ Dates: _____
2. Name: _____ Phone #: _____
   Position Held: _____ Dates: _____
3. Name: _____ Phone #: _____
   Position Held: _____ Dates: _____

Certifications

Certifications	Issuing Agency	Issue Date	Expiration Date
First Aid/CPR			
EPI Pen			
Other			

Copies of all certifications must be attached to this completed application. Certification must be current through duration of employment. You are financially responsible for obtaining your own certification or making yourself available to take a city class at no pay. Certifications must be completed and on file by date of employment.

Other Information

How did you hear about this job? ☐ School ☐ Newspaper ☐ Job Fair ☐ Internet ☐ Employment Agency ☐ Other: _____

☐ Referred by Current Portland Parks Employee: _____

Name of Applicant: (please print)_____

I understand that if hired by Portland Parks & Recreation, my employment is part-time, seasonal, and at-will. I further understand that I am not guaranteed a certain number of hours. Hours and schedules are determined by program demand, facility need, weather, mobility, and employee experience. I have made no willful misrepresentations, omissions, or falsifications. I am aware that should investigation disclose such misrepresentations, falsifications, or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification, or omission, it will be just cause for immediate dismissal.

SIGNATURE:_____ DATE: _____

Have you ever been convicted or paid a fine for an offense other than minor traffic violations or juvenile offenses?

☐ Yes ☐ No

If yes, please attach a separate sheet of paper and give details (date, charges, any disposition, etc). Include DWI, Hit and Run, and other similar traffic offenses. Conviction history will not automatically prevent hiring. However, if you have been convicted and you do not so indicate, and such conviction is discovered in pre-employment or subsequent background checks, you will either not be hired or you will be terminated.

Office Use Only

☐ NEW ☐ RETURNING Applicant Name: _____ Received: _____

☐ Set-up Interview Date: _____ Time: _____ Date: _____ Initials: _____

☐ Interview Score: _____ Score: _____ Initials: _____

☐ References Checked ☐ Employment Verified Date: _____ Initials: _____

Notes:

Hire: ☐ No, Date Notified: _____ Initials: _____

☐ Yes, Date Notified: _____ Initials: _____

Position: _____ Hourly Wage: _____

☐ Hire Confirmation Letter ☐ Training Information

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