

Radnor Township



Parks & Recreation Department

Greetings from the Radnor Township Parks & Recreation Department!

Thank you for your interest in employment with Radnor Day Camp! Attached, please find a job application for summer employment. Complete and return the application, along with your resume and a cover letter of interest as soon as possible; the staff selection process will take place until all positions have been fulfilled for the summer 2022.

Radnor Day Camp Staff are responsible for providing a safe, fun, and enriching experience for all campers. Some of the key characteristics we are looking for in our staff members include individuals who are enthusiastic, energetic, creative, and have a passion for and understanding of working with children. This role will challenge you to lead with confidence and contagious enthusiasm in an enriching and stimulating environment! Camp applicants must be willing and prepared to create and lead games and activities daily. If you are selected for an interview, you should arrive with a variety of sample games and activities that you would lead with a group of campers – see attached Games Worksheet.

Working with children at Radnor Day Camp will be fun, fulfilling, and challenging, while in a professional environment that requires you to exhibit sound leadership, patience, judgment, and lots of energy! Having prior experience in working with children is preferred. Applicants should also be prepared to work in summer climate conditions including high heat, humidity, and rain.

Conditions of employment include, but are not limited to the following:

- Radnor Township job application, current resume, and cover letter of interest
- Mandatory drug test
- Mandatory background check, compliant with the PA Child Protective Services Laws and with the policies of Radnor Township
- A check of the Nations Sex Offender Public Website.
- Two reference checks and verifications of work history.
- Successful interviews with Department staff including the Radnor Township Manager
- Certifications in First Aid, CPR, AED (Township will provide class opportunity through Radnor Police Department)
- Certifications in Lifesaving/Water Safety for all Aquatics Staff
- Mandatory Staff Training
- Completion of employment paperwork (Provided upon successful hiring)

Covid-19 Health & Safety Protocol and Information:

Radnor Day camp will operate in accordance with the guidelines that have been put forth by federal and state agencies including the CDC (Centers for Disease Control and Prevention), the PA Department of Health, and the Governor of Pennsylvania. Health & Safety policies are continuously being evaluated and are subject to change at any time.

All new and returning staff members are required to work for the full six weeks of Radnor Day Camp and must attend the mandatory staff training days. The anticipated schedule for summer 2022 is as follows (Camp Directors will begin prior):

Staff Training - Thursday, June 23 and Friday, June 24 (location TBD; Schedule subject to change).

Radnor Day Camp - Monday to Friday, June 27th to August 5th, 9:00 AM to 3:00 PM (no camp on Monday July 4th)

The camp operates from 9:00 AM to 3:00 PM for campers in grades 1 to 9 – your work schedule will start and end beyond the camp's operational hours and will vary based on your role, meetings, program area set up, planning and preparation.

Along with your job application and resume, please complete the attached Employee Bio Form and bring it with your interview, we look forward to learning more about you as a candidate for Radnor Day Camp! If you have any questions, please feel free to contact us at 610-688-5600.

Sincerely,



Tammy S. Cohen
Director



Heather DiCanzio
Program Supervisor

Radnor Township Employment Application



An Equal Opportunity Employer

The Township of Radnor is an equal opportunity employer. It is the policy of the Township of Radnor to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, political affiliation, veteran's status, marital status or physical or mental handicap or disability that, with or without reasonable accommodations, does not affect the applicant's ability to perform the essential functions of the position applied for.

This application will be kept on file for one year. It is the applicant's responsibility to ensure that a current application is on file.

Instructions

Please fill out your job application completely. The information you provide will be used to determine your qualifications for employment with Radnor Township in the position(s) applied for. It is important that you answer **all** questions on your application fully and accurately. Failure to do so may delay consideration of your application and could result in disqualifying you from further consideration.

In addition, if you are applying for a position that is posted, you must read the Job Vacancy Announcement, the Job Description, and any other applicable documents necessary for you to become familiar with our application process and procedures.

Your completed application form must be returned to the Township (*see page 5 of this application for instructions*), along with the Essential Job Duties Acknowledgment and received by the HR Manager by the date and time deadline listed on the Job Vacancy Announcement. We appreciate your time and your interest in a career with the Township of Radnor.

Position Applying For: _____ **Date:** _____

Full-Time/Part-Time/Seasonal/Temporary: _____

How did you learn about this position? ___Newspaper Advertisement ___Employment Agency
___Friend ___Township Posting ___Internet ___College/University ___Other _____

Personal Information

Name: _____ Social Security # _____

Home Phone: _____ Work Phone: _____

E-Mail Address: _____

Current Address _____ Alternative Address _____
(Street) (Street)

(City) (State) (Zip) (City) (State) (Zip)

How Long Have You Lived at This Address? _____

If Less than Five Years, Please List Places of Residence for Past Five years:

From (Mo/Yr)	To (Mo/Yr)	Address	City, State, Zip
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you permitted to be lawfully employed in the United States? _____ Yes _____ No

(Proof of citizenship or immigration status will be required upon employment)

Are you 16 years of age or older? _____ Yes _____ No

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

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

If yes, please list dates of employment and department and reason for separation:

Do you have a valid driver's license? _____ Yes _____ No

Driver's License # _____ State: _____ Class/Type: _____

Are you a veteran of any branch of the United States Armed Forces? _____ Yes _____ No

Have you ever been convicted of or pled guilty to any violation of law, including military offenses, other than summary offenses? _____ Yes _____ No

If yes, please explain: _____

(Conviction will not necessarily disqualify applicant from employment.)

Personal Information

Have you ever been dismissed from employment for inefficiency, delinquency, or misconduct, or have you ever been permitted to resign to prevent dismissal? ___ Yes ___ No

If yes, please explain: _____

Can you speak, read, or write any foreign languages? ___ Yes ___ No

If yes, please explain: _____

Please list the names of any relatives (by blood or marriage) either currently employed by or serving as an elected or appointed official of Radnor Township (indicating their relationships to you):

Why are you interested in being hired for this position with the Township of Radnor?

Community & Leadership Activities

Please list professional, trade, business, and civic activities, including any offices held, and other positions and experiences that show your community involvement and/or your leadership abilities. You may exclude affiliations that would reveal your age, gender, race, religion, national origin, ancestry, disability, sexual orientation, or other protected status:

Education

	Name & Location of School	No. Of Years Attended	Degree Earned	Major(s)/ Concentration(s)
Elementary School				
High School				
College				
Graduate School				
Trade, Business or Correspondence School				

Former Employer(s) (list below last three employers, starting with last one first)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving

References

Name	Address	Business	Relationship	Phone Number

Certificates, Licenses, Skills & Training

Please list all applicable skills and training received:

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 misrepresentations or omissions on this application may be cause for rejection of the application or dismissal after employment.

I verify that the statements contained in the foregoing application are complete, true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are made subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

I authorize the 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 have been furnished a copy of the Job Vacancy Announcement to fill position vacancies with the Township of Radnor and hereby agree to abide by all of the conditions stated therein.

I have been furnished a copy of the Job Description for the position applied for and fully understand the essential job duties and believe that I can fully perform all essential duties of the position with or without reasonable accommodations.

I agree, if hired to abide by all rules and regulations, and by any amendments thereto adopted, and by all administrative and disciplinary regulations of the Township of Radnor, as may be provided in the Employee Handbook, Personnel Manual, collective bargaining agreements, and other policies and procedures that may from time to time be in force.

I understand that, as part of the application process for the position applied for, I may be required, and I hereby agree, to take and successfully pass a written examination, an oral interview, a comprehensive physical examination and screening for alcohol and other drugs, and a criminal, credit, and character background investigation, all prior to being placed as a probationary employee of the Township of Radnor.

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. Employees covered by a collective bargaining agreement will be governed by the terms and conditions of the applicable contract. 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 employment 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

Guardian's Signature

(if applicant is under the age of 18)

Date

Application and materials can be mailed, emailed or faxed to:

Radnor Township
ATTN: Human Resources Office
301 Iven Avenue
Wayne, PA 19087-5297
Fax: 610-688-1279
mlkneps@radnor.org

Acknowledgment:

ESSENTIAL JOB DUTIES

JOB TITLE: _____

I, _____ (print name), have received and read the Job Description for the position applied for, listed above. I hereby understand the essential functions of the job for which I am applying, and believe that I can fully perform all essential duties of the position with or without reasonable accommodations.

Applicant's Signature

Date

Guardian's Signature
(if applicant is under the age of 18)

Date

(Complete, sign, and date form and return to the HR Office)

RADNOR DAY CAMP EMPLOYEE/APPLICANT BIO



Interested in joining our team of outgoing, energetic, and professional staff this summer? Scan the QR Code or visit <https://forms.gle/7MmtZRNgHLS3hwq99> to complete the form. We look forward to learning more about you!



Recreation & Community Programming Department

(610) 688-5600 | www.radnor.com

Radnor Day Camp Game SWAP

SHARE YOUR FAVORITE GAMES!

WORK TOGETHER!

ACCCELERATE YOUR PREPARATION!

PLAN FOR SUCCESS!

Name of Game: _____

Type of Activity:

Sports ____ Cooperative ____ Educational ____ Imaginative ____ Other ____

Target Age Group: _____

Developmental Skills: _____

Supplies: _____

Best Used When: _____

Objectives: _____

Description Below How it's Played (use back or attach if necessary):