

Funshine Day Camp

Specialized and Adaptive Recreation Services for Individuals with Disabilities

Looking for a summer Job?

Therapeutic Recreation Services is looking for energetic, enthusiastic individuals who love working with children and adults with disabilities!

Call (509) 625-6245 or e-mail abusch@spokanecity.org for more information

Dates: Training: June 13th – 16th, 2017
Camp: June 19th to August 4th, 2017 (with July 3rd-7th OFF)
Monday- Friday hours are variable according to position¹

Interviews take place in April and May, so please get your application in by **May 1, 2017**

Job Availability:	Earnings:
1- Assistant Director	\$11.75 per hour
5- Activity Leader	\$11.50 per hour

Applicant Requirements:

1. Submit completed application, **resume**, and at least **one current** letter of recommendation from present or recent **employers**.
2. Optional materials may include copies of transcripts or certificates or any other information you feel is pertinent to the position.
3. Once your file is complete, it will be retained for one year.
4. **Keep a copy** of your completed application and attachments as they will not be returned.
5. If you have other questions, please call Alice Busch, C.T.R.S. Spokane Parks and Recreation, at (509) 625-6245.



NOTE: IT IS YOUR RESPONSIBILITY TO ENSURE ITEMS ONE AND TWO ABOVE ARE COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

¹ Please see job description for hours

DAY CAMP DIRECTOR

SUMMARY OF ASSIGNMENT:

Be responsible in preparation and operation of Funshine Day Camp in providing supervision of staff performing recreational activities for children/adults with developmental and/or physical disabilities at Shadle Park and during various field trips.

TERMS OF EMPLOYMENT:

Before camp starts: 3 weeks of prep time, lead 16 hours of staff training

During camp: 6 week, approx. 6.5- 8 hours per day to be worked at Shadle Park. Days and hours are subject to change depending on program needs.

HOURLY WAGE: \$13.50

IMMEDIATE SUPERVISOR: Therapeutic Recreation Supervisor

QUALIFICATIONS:

1. A minimum of two years of experience providing recreation opportunities to people with disabilities. Preference in experience with children in a camp setting.
2. Training in child development or related field. Experience with children/adults with disabilities desirable.
3. Knowledge of behavior management strategies.
4. At least one year of experience supervising peers in a recreational setting or similar position where supervision, hiring, evaluating was required.
5. High school diploma or equivalent. College/University experience preferred.
6. CPR/First Aid/Food Handlers permit required upon hiring.
7. Valid driver's license, comfortable with driving wheelchair accessible 15 passenger van, knowledge of tie downs and ability to train others
8. Knowledge or willingness to learn about lifting/transferring techniques
9. Basic knowledge of wheelchairs, walkers, etc..
10. Knowledge of crafts, sports, music or other skill sets that will add to the camp experience
11. Demonstrated interpersonal skills.
12. Demonstrated proficiency in basic communication skills
13. Proficient in basic computer skills as needed to perform required job tasks such as outlook, word, excel, internet, printing/copying, etc.
14. Physically capable of lifting, feeding, and assisting campers with personal care needs.

PERFORMANCE RESPONSIBILITIES:

1. Preparing/update the Staff Manual
2. Procuring/checking inventory of all camp supplies required for the season
3. Solicit donations from the community for supplies & scholarships
4. Reviewing, with the Supervisor, applications of Assistant Director and Activity Leaders and participate with TRS Supervisor in the interview/hiring process.
5. Planning and organization of entire summer program, with help from/delegation to other staff.
6. Planning and organization of staff orientation training.
7. Generate increased registrations through media, presentations, job fairs, etc..
8. Planning and organization of weekly staff meetings.
9. Keep attendance of campers and volunteers.
10. Developing and sending out correspondence to campers/parents.
11. Responsible for reminders of campers medications, meeting needs of special diets, etc
12. Complete and report verbally and written incidents, physical injuries, etc.. of campers and staff.
13. Communication with home sites, parents, transportation, etc..
14. Overall supervision of staff/volunteers and campers.
15. Responsible for setting up field trips for each week of camp.
16. Responsible for securing rainy day site, signing rules and implementing rainy day site plans as weather dictates.
17. Inventory of supplies at end of season and recommendations for following year purchasing.
18. Complete end of year financial report
19. Other duties as required

ASSISTANT DIRECTOR

SUMMARY OF ASSIGNMENT:

Assist in preparation and operation of Funshine Day Camp in providing supervision of recreational activities for children/adults with developmental and/or physical disabilities at Shadle Park and various field trip locations. The Assistant Director also supports the director with administrative meetings, written reports, and guidance for Funshine Staff.

TERMS OF EMPLOYMENT:

Before Camp: 1 week of training – 16 hours of training plus additional task assigned by Director

During Camp: 6 weeks, approximately 6 hours per day to be worked primarily at Shadle Park. Days and hours are subject to change depending on program needs.

*(Additional hours may be available for leading other TRS programs and events)

HOURLY WAGE: \$11.75

IMMEDIATE SUPERVISOR: Day Camp Director

QUALIFICATIONS:

1. At least one year of experience leading a group of children with disabilities at Funshine or equivalent place of business
2. High school diploma or equivalent. College/University experience preferred.
3. CPR/First Aid/Food Handlers permit required upon hiring.
4. Knowledge of or willing to learn behavior management strategies
5. Demonstrated interpersonal skills.
6. Demonstrated proficiency in basic communication skills
7. Leadership experience amongst peers preferred.
8. Physically capable of lifting, feeding, and assisting campers with personal care needs.
9. Knowledge or willingness to learn about lifting/transferring techniques
10. Basic knowledge of wheelchairs, walkers, etc..
11. Knowledge of crafts, sports, music or other skill sets that will add to the camp experience

PERFORMANCE RESPONSIBILITIES:

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| <ol style="list-style-type: none"> 1. Assist in Funshine training 2. Assist in interview and selection process 3. Acts as Director when Director is absent 4. Coordinate & Provide leadership opportunities. 5. Provide supervision for the health and safety of campers and staff. 6. Know where the campers are at all times, especially when away from shelter. 7. Assist with daily activity planning, implementation, special events, and opening & closing of each day. 8. Provide ongoing communication with Camp Director, bus drivers and guardians/parents in a timely and professional manner. 9. Assist with campers personal needs as required - toileting, transfers, dressing, etc. 10. Assist with lunch hour – feeding, serving, and prepping. | <ol style="list-style-type: none"> 11. Assist with set-up & cleanup each day of camp to keep shack in orderly fashion. 12. Implement and maintain a consistent behavior management strategies 13. Provide input/feedback at weekly staff meeting 14. Record any unusual incidents, seizures, illnesses, abrasions, behaviors to director and aid in filing out incident report. 15. Remain in the park with camper group at all times (except 1/2 hour lunch) unless given permission by Director. 16. Responsible for camper involvement - encourage camper participation. Be a role model to fellow employees 17. Assume any other duties as delegated by Director |
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ACTIVITY LEADER

SUMMARY OF ASSIGNMENT:

Assist in preparation and operation of Funshine Day Camp in providing supervision of recreational activities for children/adults with developmental and/or physical disabilities at Shadle Park and various field trip locations.

TERMS OF EMPLOYMENT:

Before camp starts: 1 week of training – 16 hours of training TBD by Director

During Camp: 6 weeks, approximately 6 hours per day to be worked primarily at Shadle Park. Days and hours are subject to change depending on program needs

*(Additional hours may be available for leading other TRS programs and events)

HOURLY WAGE: \$11.50

IMMEDIATE SUPERVISOR: Day Camp Director

QUALIFICATIONS:

1. Demonstrated experience and ability in working with children in a youth program preferably children/adults with disabilities
2. High school diploma or equivalent. College/University experience preferred.
3. CPR/First Aid/Food Handlers permit required upon hiring.
4. Knowledge of crafts, sports, music or other skill sets that will add to the camp experience
5. Demonstrated interpersonal skills.
6. Demonstrated proficiency in basic communication skills
7. Leadership experience amongst peers preferred.
8. Physically capable of lifting, feeding, and assisting campers with personal care needs

PERFORMANCE RESPONSIBILITIES:

1. Provide supervision for the health and safety of campers.
2. Know where the campers are at all times, especially when away from shelter.
3. Assist with daily activity planning, implementation, special events, and opening & closing of each day.
4. Provide ongoing communication with camp Director, bus drivers and guardians/parents in a timely and professional manner.
5. Assist with campers' personal needs as required: toileting, transfers, dressing, etc.
6. Assist with lunch hour – feeding, serving, & prep.
7. Assist with set-up & clean-up each day of camp to keep storage room in orderly fashion
8. Implement and maintain consistent behavior management strategies as established by director and assistant director.
9. Provide input/feedback at weekly staff meeting.
10. Record any unusual incidents, seizures, illnesses, abrasions, behaviors following established protocol.
11. Remain in the park with camper group at all times (except 1/2 hour lunch) unless given permission by Director.
12. Responsible for camper involvement - encourage camper participation and be a role model to fellow employees
13. Plan and facilitate craft/game/ activities as assigned by camp Director
14. Flexibility to adapt games and activities for all participants.
15. Assume any other duties as delegated by Director



MAIL APPLICATIONS TO:
City of Spokane
Parks & Recreation Department
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3327
(509)625-6200



An Equal Opportunity Employer

TEMPORARY SEASONAL EMPLOYMENT APPLICATION

All questions on this form must be answered in complete detail. If a question does not apply to you, write "NA" (Not Applicable).

PLEASE PRINT OR TYPE ALL INFORMATION

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Position Applied For: _____

Name: _____
Last First M.I.

Mailing Address: _____
Number Street City State Zip

Email Address: _____ Day Phone: () _____

Cell Phone: () _____ Are you over age 18? Y N If not, date of birth: _____

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Name of School Years Attended Year Graduated

High School: _____

College: _____

Trade School: _____

Major: _____ Degree: _____

Other Schools Attended: _____

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Typing speed: _____ WPM _____ KPM Shorthand Speed: _____ WPM (For clerical applicants only)

Trade Skills: _____

Heavy Equipment Operated: _____

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Answer all of the following by placing an "X" in the proper column.

If an answer to any question is "YES", explain on the reverse side.

YES

NO

1. Have you worked for the City prior to this time?

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2. Do you have a relative who works for the City of Spokane?
If so, please give that relative's name and the department he/she
works in: _____

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3. Have you ever been discharged (fired) or resigned (quit) in lieu of
discharge, except for lay off because of lack of work?

☐☐

****PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM****

Beginning with your present position, or more recent employment and working back to school graduation if necessary, list the last three positions you held:

May inquiries be made of your present employer?

YES

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NO

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1. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

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2. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

3. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

4. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

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Use this space for necessary explanations. (Indicate question). List any other directly related experience. If more space is needed, please attach sheet.

NOTE: A pre-employment physical and/or drug test may be required depending on the position applying for.

OATH OF APPLICATION

I hereby certify that I have read all of the above questions and statements and fully understand their intent and meaning. I further certify that all responses are true and correct to the best of my knowledge and belief.

I understand and agree that all statements in this application are subject to investigation and verification. I am aware that any false or dishonest answer to any question on this application shall be grounds for dismissal if already appointed.

Signature: _____ Date: _____



Therapeutic Recreational Services

Supplemental Application

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Position(s) Applied for: _____

Phone Number _____ Email address: _____

Do you have a valid driver's license? YES NO If yes, give State and expiration date:
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Do you have a CDL? YES NO If yes, give State and expiration date:
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If applicable, do you meet the minimum requirements for this position? YES NO If no, please explain:
☐ ☐

Specialized Work Experience

List specific areas of interest you are able to instruct (skills, hobbies, interests, etc):

List skills and experience you have that may qualify you for this position:

List high school and college extra-curricular activities:

Do you have any specialized certifications (first aid, CPR, food handlers permit, etc)?

What hours are you available to work:
Mon Tues Wed Thurs Fri
Sat Sun

What dates are you available to work (summer break, year round, etc):

Email completed application to abusch@spokanecity.org