

Summer Recreation Camp 2025

Employment Application

North Whitehall Township is seeking summer camp managers, supervisors, and counselors. North Whitehall Township is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, ethnicity, religion, sexual orientation, color, national origin, age, sex, disability status, U.S. Military veteran status or any other protected classification as required by law.

Applicants Name: _____ Age: _____

Applicants Address: _____

Phone Number: _____ Email: _____

Location Preference: (Not guaranteed)

Ironton Elementary School - 3929 Mauch Chunk Rd. Coplay, PA 18037

Schnecksville Elementary School - 4260 Sand Spring Rd. Schnecksville, PA 18078

Which role are you interested in? (Select all that apply)

Camp Counselor

Site Supervisor

Site Manager

T-Shirt Size: _____

Are you legally eligible for employment in the United States? **YES** **NO**

(If offered employment, you will be required to provide documentation to verify eligibility.)

Employment History

Include employment history, starting with the most recent and working backward in time.

Start Date: _____ End Date: _____

Employer Name: _____ Job Title: _____

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

Reason for Leaving: _____

Starting Salary: _____ Ending Salary: _____

From: _____ To: _____

Employer Name: _____ Job Title: _____

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

Reason for Leaving: _____

Starting Salary: _____ Ending Salary: _____

From: _____ To: _____

Employer Name: _____ Job Title: _____

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

Reason for Leaving: _____

Starting Salary: _____ Ending Salary: _____

Education

High School: _____ Highest Grade Completed: _____

College/Vocational School: _____ Highest Grade Completed: _____

Major: _____ Degree Earned: _____

Supervisor Name: _____ Phone Number: _____

Other Training or Degree: _____

School: _____ Cert/Training Received: _____

Professional References

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize North Whitehall Township to verify their accuracy and to obtain reference information on my work performance. I hereby release North Whitehall Township from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature: _____

Date: _____

Print Name: _____

Interested applicants should complete and return to their site location preference via email or in person:

North Whitehall Township

Mailing Address: 3256 Levans Rd. Coplay, PA 18037

Temporary Office: 4110 Independence Dr. Schnecksville, PA 18078 Suite 100

Summer Recreation Camp 2025

Ironton Elementary School (3929 Mauch Chunk Rd. Coplay, PA 18037)

Schnecksville Elementary School (4260 Sand Spring Rd. Schnecksville, PA 18078)

Please contact Recreation & Communication Coordinator, Chloe Pauls, with any questions.

Phone: 610-799-3411 ext. 221 Email: cpauls@northwhitehall.org





NORTH WHITEHALL TOWNSHIP

Job Description

Job Title:	Summer Camp Counselor	Reports to:	Recreation & Communication Coordinator
Prepared by:	Chloe Pauls	Date:	4 February 2025
FLSA Status:	Hourly	Schedule:	Mon-Fri (8:45am-3:00pm)

Job Description

The role of the Summer Camp Manager is to assist with the implementation and coordination of all aspects of North Whitehall Township's Summer Recreational Camp, as well as other areas of the Recreation and Communications Department. This role is ideal for students pursuing or planning to pursue a variety of degrees, including Early Childhood Education, Parks, Recreation and Tourism, Sports Management, Business, Communications, or a related field.

Starting Hourly Rate is \$13.00. This position is mainly Monday-Friday from 8:45am- 3:00pm but may require an occasional evening or weekend as needed to assist with Recreation Department Events.

Duties and Responsibilities

- Oversees the daily operations of Summer Camp.
- Follows daily schedule and leads activities such as arts, crafts, sports, games, etc.
- Enforces clean and safe facilities.
- Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.
- Greets new arrivals and introduces them to other campers; explains camp facility rules.
- Reports camper or parents concerns to leadership and works to resolve issues.
- Tracks daily attendance.
- Performs other related duties as required.

Working Relationships

Must maintain good working relationships with fellow employees, associates, and the general public.

Working Environment

Work environment may require standing and walking, lifting of objects weighing up to 50 pounds as well as disagreeable working conditions as extreme heat, noise, and dirt. Summer Camp mainly occurs outside, with less than 10% of your day taking place indoors.

Desired Qualifications

- Strong written and oral communication skills, interpersonal skills, and conflict resolution skills
- Ability to analyze problems and identify possible solutions
- Experience working with youth is a plus

- Ability to work and interact in a positive and collaborative manner with others
- Ability to adapt, be flexible, and troubleshoot on a daily basis
- Requires a valid Pennsylvania Driver’s license
- Certified in CPR and first aid training, or willing to obtain certification for the position
- Requires the ability to pass a comprehensive background check (Child Abuse Report, Criminal Background Report, FBI Fingerprint Report)

EOE

All duties of this description are essential as defined in the Americans with Disabilities Act Regulations unless they are specifically designated otherwise.

North Whitehall Township is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Approval

Summer Camp Counselor

Date

Chloe Pauls
Recreation and Communications Coordinator

Date



NORTH WHITEHALL TOWNSHIP

Job Description

Job Title:	Summer Camp Supervisor	Reports to:	Recreation & Communication Coordinator
Prepared by:	Chloe Pauls	Date:	4 February 2025
FLSA Status:	Hourly	Schedule:	Mon-Fri (8:30am-3:00pm)

Job Description

The role of the Summer Camp Supervisor is to assist with the implementation, organization, and coordination of all aspects of North Whitehall Township's Summer Recreational Camp, as well as other areas of the Recreation and Communications Department. This role is eligible for internship credit if the hire is pursuing or planning to pursue a degree in Early Childhood Education, Recreation, Park and Tourism Management, Sports Management, Business, Communications, or a related field.

Starting Hourly Rate is \$15.00. This position is mainly Monday-Friday from 8:30am- 3:00pm but may require an occasional evening or weekend as needed to assist with Recreation Department Events.

Duties and Responsibilities

- Assists in managing staff members and approximately 125 campers between the ages of 6 – 12 on a daily basis
- Mainly responsible for the implementation, organization, and supervision of the Camp Program
- Attends and manages all field trips and site visits
- Communicates regularly with the Camp Manager to determine site needs (supplies, staffing, or behavioral assistance and follow-up)
- Performs any related duties as required

Working Relationships

Must maintain good working relationships with fellow employees, associates, and the general public.

Working Environment

Work environment may require standing and walking, lifting of objects weighing up to 50 pounds as well as disagreeable working conditions as extreme heat, noise, and dirt. Summer Camp mainly occurs outside, with less than 10% of your day taking place indoors.

Desired Qualifications

- Strong oral communication skills, interpersonal skills, and conflict resolution skills with adults and children
- Ability to handle changing priorities, be creative in challenging situations, and handle the various needs of a large children's summer camp
- Ability to work and interact in a positive and collaborative manner with both internal and external entities
- Ability to adapt, be flexible, and troubleshoot on a daily basis
- Requires a valid Pennsylvania Driver's license

- Certified in CPR and first aid training, or willing to obtain certification for the position
- Requires the ability to pass a comprehensive background check (Child Abuse Report, Criminal Background Report, FBI Fingerprint Report)

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Approval

Summer Camp Supervisor

Date

Chloe Pauls
Recreation and Communications Coordinator

Date



NORTH WHITEHALL TOWNSHIP

Job Description

Job Title:	Summer Camp Manager	Reports to:	Recreation & Communication Coordinator
Prepared by:	Chloe Pauls	Date:	4 February 2025
FLSA Status:	Hourly	Schedule:	Mon-Fri (8:00am-3:30pm)

Job Description

The role of the Summer Camp Manager is to assist with the planning, development, implementation, and coordination of all aspects of North Whitehall Township's Summer Recreational Camp, as well as other areas of the Recreation and Communications Department. This role is eligible for internship credit if the hire is pursuing or planning to pursue a degree in Early Childhood Education, Recreation, Park and Tourism Management, Sports Management, Business, Communications, or a related field.

Starting Hourly Rate is \$17.00. This position is mainly Monday-Friday from 8:00am- 3:30pm but may require an occasional evening or weekend as needed to assist with Recreation Department Events.

Duties and Responsibilities

- Assists in managing staff members
- Oversees and evaluates approximately 125 campers between the ages of 6 – 12 on a daily basis
- Assists in the planning, implementation, and supervision of the Summer Recreational Camp Program (activity planning, administrative documents, data tracking, daily site visits.)
- Supports each camp location and ensures staff adheres to daily schedules and complete scheduled activities
- Determines, then communicates all site needs to the Recreation and Communications Coordinator (supplies, staffing, or behavioral assistance and follow-up)
- Assists in creating and distributing summer camp communications (newsletters, email, social media, website)
- Performs any related duties as required

Working Relationships

Must maintain good working relationships with fellow employees, associates, and the general public.

Working Environment

Work environment may require standing and walking, lifting of objects weighing up to 50 pounds as well as disagreeable working conditions as extreme heat, noise, and dirt. Summer Camp mainly occurs outside, with less than 10% of your day taking place indoors.

Desired Qualifications

- Proficient in computer operations; (Canva and other design software a plus)
- Strong written and oral communication skills, interpersonal skills, and conflict resolution skills
- Ability to handle changing priorities, be creative in challenging situations, and handle the various needs of two camp sites simultaneously

- Ability to work and interact in a positive and collaborative manner with both internal and external entities
- Ability to adapt, be flexible, and troubleshoot on a daily basis
- Requires a valid Pennsylvania Driver’s license
- Certified in CPR and first aid training, or willing to obtain certification for the position
- Requires the ability to pass a comprehensive background check (Child Abuse Report, Criminal Background Report, FBI Fingerprint Report)

EOE

All duties of this description are essential as defined in the Americans with Disabilities Act Regulations unless they are specifically designated otherwise.

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Approval

Summer Camp Manager

Date

Chloe Pauls
Recreation & Communications Coordinator

Date