

Clinton Township Recreation Seasonal Job Postings 2022

Seasonal Supervisor: **Pay Rate:** \$15.50 **Days/Hours:** Monday–Friday 8:00am-4:00pm
Requirements: Degree in recreation, education, or related field preferred, and **one seasonal year experience with the Clinton Township Recreation Department.** Must be at least 18 years of age with a valid driver's license for a minimum of 2 years.

Job Summary: Responsible for the direct supervision of all seasonal programs and employees. To ensure that employees are following all guidelines outlined in the employee handbook. Supervisors will assist with employee orientations, complete weekly evaluations for each site assigned, and complete personnel evaluations for all employees at the end of the program. Supervisors will travel throughout the day from site to site.

Clerical: **Pay Rate:** \$12.00 **Days/Hours:** Monday–Friday 8:00am-4:30pm*
Requirements: Completion of 12th grade. Must have experience in computers and knowledge of all other clerical duties.

Job Summary: You will be involved in the day-to-day activities in the office, ranging from registering residents into the summer programs to creating summer reports. Clerical will work under the direct supervision of the full time office staff. *Flex hours may be required to keep under 40 hours per week.

**Recreation Assistant or
Recreation Assistant Intern*:** **Pay Rate:** \$12.00 **Days/Hours:** Monday–Friday 8:00am-4:30pm*
Requirements: Must be at least 18 years of age with a valid driver's license for a minimum of 2 years.
Job Summary: Recreation Assistant will be responsible for a variety of tasks. The Recreation Assistant will oversee delivery of supplies to all sites, maintain inventory supply, supervise and maintain a schedule, prioritize daily tasks, and interact with the public when needed. After hours special events are mandatory. Recreation Assistant will work under the direct supervision of the full time staff. *Flex hours will be required to keep under 40 hours per week.
***Intern position will include additional responsibilities.** Please visit our website at clintontownship.com/recreation for a more detailed job description.

Day Camp Instructor: **Pay Rate:** \$12.00 **Days/Hours:** Monday–Thursday 8:00am-3:00pm
Requirements: 48 college credits. Recreation, Education or related field preferred or 2 years employment as Day Camp/Playground Assistant.

Job Summary: The day camp program is designed for boys and girls ages 6-14 years old. Your staff will provide a variety of activities every half hour throughout the day. Attendance at the sites averages 50 - 100! The Day Camp Instructor will provide a weekly lesson plan and will be assisted by 1-4 assistants. Work site can be indoors or outdoors and they are located within the Township

Day Camp Assistant: **Pay Rate:** \$11.00 **Days/Hours:** Monday–Thursday 8:00am-3:00pm
Requirements: Completion of 11th grade.

Job Summary: The day camp program is designed for boys and girls ages 6-14 years old. Your staff will provide a variety of activities every half hour throughout the day. Attendance at the sites averages 50 - 100! The Day Camp Assistant will assist the Day Camp Instructor with the weekly lesson plan. Work site can be indoors or outdoors and they are located within the Township.

Adaptive Day Camp Instructor: **Pay Rate:** \$14.50 **Days/Hours:** Monday–Thursday 8:00am-3:00pm
Requirements: Four year degree in special education and two years of teaching experience preferred.

Job Summary: Responsible for providing six weeks of recreational opportunities for children with a variety of disabilities between the ages of 5-19. The Adaptive Day Camp Instructor will provide the Supervisor with a weekly lesson plan. The lesson plan will break down each activity that site will accomplish that week. Attendance can range from 5-19. Work site will be indoors and will be located within the Township. The Adaptive Day Camp Instructor will be assisted by 1-3 Assistants.

Adaptive Day Camp Assistant: **Pay Rate:** \$11.00 **Days/Hours:** Monday –Thursday 8:00am-3:00pm
Requirements: 24 college credits. Special Education, Education, Recreation or related field preferred
Job Summary: Responsible for assisting the Adaptive Day Camp Instructor by providing six weeks of recreational opportunities for children with a variety of disabilities between the ages of 5-19. Adaptive Day Camp Assistants will assist with the weekly lesson plan. The lesson plan will break down each activity that site will complete that week. Work site will be indoors and will be located within the Township.

Early Childhood Instructor: **Pay Rate:** \$14.50 **Days/Hours:** Monday –Thursday 9:15am – 3:15pm
Requirements: Four year degree in early childhood development preferred.
Job Summary: You will work with two other staff members. Registration is approx. 20 students per class ranging in age from 3-5 years old. The instructor will be responsible for a 5 weeks unit plan that provides a variety of activities throughout the program for these participants. We encourage assistants to get involved with the programming when possible.

Early Childhood Assistant: **Pay Rate:** \$11.00 **Days/Hours:** Monday –Thursday 9:15am – 3:15pm
Requirements: 24 college credits toward a related field. Experience preferred
Job Summary: You will work with two other staff members. Registration is approx. 20 students per class ranging in age from 3-5 years old. The assistant will be responsible for leading activities from the week unit plan. We encourage assistants to help develop the programming when possible.

Splash Pad Attendant: **Pay Rate:** \$12.00-\$15.00 **Days/Hours:** Monday –Friday 9:30am – 7:30pm
Saturday – Sunday 10:30am – 6:30pm
Requirements: Completion of 11th grade.
Job Summary: Splash Pad Attendant will work 20-30 hours per week under full time recreation staff and be responsible for day-to-day operations including, but not limited to: opening/closing the splash pad, facilitate entry procedures and manage membership, monitors splash pad for safety, enforces policies and rules, customer service, basic cleaning. Splash Pad Attendants will work with additional recreation and DPW staff to maintain and operate the splash pad.

Job offers will be sent out after interviews have been completed. If you interviewed and have not received anything from us by April 29, 2022, please contact us. If you do not receive an email, please check your spam folder before contacting us. *Special event and extra program hours are also available to employees in good standing, during the summer and school year.*

CLINTON TOWNSHIP IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Deadline: Tuesday, March 1, 2022

Download an application for new employees at www.mycptr.com

CALL 586-286-9336 FOR ADDITIONAL INFORMATION

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