

## **G.J. AUFMAN, JR. JOINT RECREATION PROGRAM**

*Borough of Bradford Woods, Borough of Franklin Park, Township of Marshall & Town of McCandless*

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A Summer Recreation Program, sponsored and funded by the Joint Recreation Board, will be held in the summer of 2018. The municipalities that comprise the Joint Recreation Board are Bradford Woods, Franklin Park, Marshall Township and the Town of McCandless. Applications are being accepted from qualified applicants.

### **JOB DESCRIPTIONS**

#### **Center Director**

Will be directly responsible for his/her assigned center. He/she will report to the Chairman of the Joint Recreation Board and to the Coordinator. He/she will be responsible for the buildings, grounds, all equipment and personnel assigned to the center. He/she will carry out all other duties as assigned.

- Qualifications – He/she should be a certified teacher with at least five (5) years teaching experience. He/she should currently be teaching in the North Allegheny School District. He/she must be experienced in this type of recreation program. The salary will be \$1660 for the 20 day program. A person with a high degree of skill may also be considered for this position.

#### **Arts & Crafts Instructors**

Will work as assigned by the Joint Recreation Board. He/she will work and report directly to the Center Director where he/she is assigned.

- Qualifications – A certified teacher with teaching experience is preferred for this position. A person with a high degree of skill may also be considered. The salary will be \$1165 for the 20 day program.

#### **Professional Aide**

Will work as assigned by the Joint Recreation Board. He/she will work and report directly to the Center Director where he/she is assigned.

- Qualifications – Anyone qualifying for either a center director or assistant director will also qualify, at the discretion of the Joint Recreation Board, as a professional aide. The Joint Recreation Board may consider a person with prior experience as meeting the qualifications for professional aide. The salary will be \$1120 for the 20 day program.

#### **General Aide**

Will assist in any of the duties assigned. College students majoring in education are preferred. Arts and crafts, physical education, or recreation background will be given priority. The Joint Recreation Board may consider a person with prior experience as meeting the qualifications for General Aide. The salary will be \$845 for the 20 day program.

### **Preference**

Preference will be given to the employees of the North Allegheny School District and/or residents of the district. Previous experience in the program will also be considered.

### **Salaries**

Salaries will be paid in one lump sum at the conclusion of the program, less normal deductions as required by law.

### **Hours**

Arrival time not later than 8:30 a.m. Dismissal will be at 12:30 p.m., unless preparations or short meetings are necessary. Students' hours are from 8:45 a.m. to 12:00 noon.

### **Employee Dates**

Monday, June 18, 2018, to Friday, July 13, 2018. The dates are subject to change due to possible changes in the school calendar. There will not be a program on July 4th in observance of Independence Day.

### **In-Service Day**

Thursday, June 14, 2017, 4:00 p.m. to 6:00 p.m. (tentative)

Thursday, June 28, 2017, 1:30 p.m. to 3:30 p.m. (tentative)

Arts and crafts instructors may meet at a time to be announced.

### **Applications**

Applications may be obtained at the McCandless Town Hall, 9955 Grubbs Road; Wexford, PA 15090, on the Town's website [www.townofmccandless.org](http://www.townofmccandless.org) or at the North Allegheny Athletic Director's Office.

### **Deadline**

All new applications must be returned by **May 4, 2018**.

Applications of prior employees must be returned by **March 30, 2018**.

### **Interviews**

All applicants must be available for interviews at a mutually agreeable time between May 7, 2018 and June 1, 2018.

All applicants must have clearances as mandated by state law.

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