

After School Program Coordinator (David Klim Center)

Part-time, Salary TBD, Projected Start Date January 2, 2019

The People In Action program, located in the Springfield Garden Apartment Complex in DeWitt, NY, is looking for one or two enthusiastic, self-motivated individuals to run an After School program for 30 students in grades K-6.

Responsibilities include, but are not limited to, supervising staff, assigning daily tasks, developing monthly snack menus, communicating with parents, coordinating special events, interacting with students and communicating with the Program Director.

*The program runs Monday-Friday from 2:30 – 5:30pm and follows the Jamesville-DeWitt school district calendar. Special events and field trips may occasionally require additional hours.

Applicants should have some experience working with a group of children. Leadership experience is preferred. Applicants must provide their own transportation to and from work. All applicants are subject to a background check.

This is a unique opportunity to work with a culturally diverse group of students and provide valuable programming to the community. Interested applicants should submit their resume to the Town of DeWitt Recreation Department, 5400 Butternut Drive, East Syracuse NY, 13057.

After School Program Staff (David Klim Center)

Part-time, Salary TBD, Projected Start Date January 2, 2019

The People In Action program, located in the Springfield Garden Apartment Complex in DeWitt, NY, is looking for several enthusiastic, self-motivated individuals to work at an After School program for 30 students in grades K-6.

Responsibilities include, but are not limited to, providing homework help, planning and implementing activities, participating in special events, preparing and serving snack, interacting with students and communicating with the Program Coordinator.

The program runs Monday-Friday from 2:30 – 5:30pm and follows the Jamesville-DeWitt school district calendar. Special events and field trips may occasionally require additional hours.

Applicants should have some experience working with a group of children. Applicants must provide their own transportation to and from work. All applicants are subject to a background check.

This is a unique opportunity to work with a culturally diverse group of students and provide valuable programming to the community. Interested applicants should submit their resume to the Town of DeWitt Recreation Department, 5400 Butternut Drive, East Syracuse NY, 13057.

Town of DeWitt Recreation
5400 Butternut Drive, East Syracuse, NY 13057
(315) 446-9250 x 9 Fax: (315) 449-2065
www.townofdewitt.com

GENERAL EMPLOYMENT APPLICATION

Position Applying For _____ **Date** _____

Name _____ **Cell Phone** _____

Address _____
Street City Zip

E-mail Address _____

EDUCATION **(Check one)**

High School _____ **Grade Completed** 9 10 11 12

College _____ **Year Completed** Fr. So. Jr. Sr.

Major _____ **Degree** _____

Graduate School _____ **Program** _____

CRIMINAL RECORD

Yes No Were you ever dismissed or resigned in lieu of dismissal from any employment due to disciplinary reasons?

Yes No Have you ever been convicted of a crime, other than a minor traffic offense or parking violation?

If YES, please explain _____

Background Investigation

I understand that all applicants are required to undergo a background check and a search of the NYS Division of Criminal Justices Sex Offender Registry as required by the NYS Child Safety Act to determine suitability for appointment. I *authorize* the Town of DeWitt to conduct a criminal history record check from all available sources. Failure to meet the standards for the background investigation could result in disqualification.

Applicant's Signature _____ **Date** _____

EXPERIENCE

Employer _____ **Dates Worked** _____

Employer Address _____ / _____
Street City Zip E-mail Address

Supervisor's Name _____ **Phone** _____

Work Performed _____

Reason for Leaving _____

Employer _____ **Dates Worked** _____

Employer Address _____ / _____
Street City Zip E-mail Address

Supervisor's Name _____ **Phone** _____

Work Performed _____

Reason for Leaving _____

Employer _____ **Dates Worked** _____

Employer Address _____ / _____
Street City Zip E-mail Address

Supervisor's Name _____ **Phone** _____

Work Performed _____

Reason for Leaving _____



REFERENCES: Give the names, addresses, and phone #s of three persons (not relatives) having knowledge of your character, experience, work habits, and abilities.

Name _____ **Phone** _____

E-mail Address _____

Name _____ **Phone** _____

E-mail Address _____

Name _____ **Phone** _____

E-mail Address _____

List any clubs, hobbies, special interests, or volunteer experiences _____

