

Department of Parks and Recreation
County of Hawaii
2008 Summer Fun Employment Information
(Program Venue May Be Subject to Change)

Only fully completed applications with current First Aid certificates submitted by the March 14, 2008 application deadline will be considered for employment.

The Department of Parks and Recreation announces the following position for temporary summer employment for the 2008 Summer Fun Program, which will run from June 9, 2008 through July 18, 2008 (4 days of mandatory training to be held from June 9-10 & 12-13, 2008, June 11, is a Holiday). **SUMMER FUN STARTS ON JUNE 16, 2008 (Monday).**

MINIMUM QUALIFICATIONS

ACTIVITY AIDE: \$11.00/hour

A combination of education and experience substantially equivalent to graduation from high school, supplemented by experience involving the supervision and/or coordination of group activities, preferably in recreation and/or athletic programs. Performs a variety of tasks in the maintenance and operation of recreation facilities; assists in the conduct of athletic, cultural, social and recreational activities (arts and crafts, sports, games, etc.); performs clerical and custodial tasks; assists in the supervision of large groups of children during program, bus trips, and other planned excursions. Must attach proof of a current Standard First Aid Certificate for the duration of the summer program. College transcript and resume highly recommended.

CLOSING DATE OF FILING MUST BE POSTMARKED BY March 14, 2008
FOR MORE INFORMATION, CALL THE RECREATION DIVISION OFFICE AT 961-8740

County of Hawaii is an Equal Opportunity Employer and Provider

APPLICATIONS MAY BE OBTAINED AT THE FOLLOWING LOCATIONS:

| | | |
|----------------|--|----------|
| N/S KONA | West Hawaii County Office, Kailua | 329-5226 |
| | Kekuaokalani Gym, Kailua | 327-3566 |
| | Yano Hall, Captain Cook | 323-3060 |
| N/S KOHALA | Waimea Community Center | 887-3014 |
| | Hisaoka Gym, Kohala | 889-6505 |
| PUNA/KAU | Pahoa Neighborhood Facility | 965-2710 |
| | Mt. View Gym | 968-2000 |
| HAMAKUA/N.HILO | Kulaimano Center, Pepeekeo | 964-3301 |
| | Honokaa Complex | 775-7505 |
| HILO | Recreation Division Office 799 Piilani Street | 961-8740 |
| | Parks and Recreation Office 101 Pauahi Street | 961-8311 |

POTENTIAL ISLAND-WIDE SUMMER FUN SITES

HILO DISTRICT

Waiakea Uka Gym 8:00 am-3:00 p.m.
 Waiakea Recreation Center 8:00 am-3:00 pm
 Hilo Armory 8:00 am-3:00 pm
 Piihonua Gym 8:00 am-3:00 pm
 Richardson Ocean Park 8:00 am-3:00 pm
 Kawananakoa Center 8:00 am-3:00 pm
 Puueo Teen Program 8:00 am-3:00 pm
 Andrews Gym 8:00 am-3:00 pm
 Wainaku Gym 8:00 am-3:00 pm

PUNA/KAU DISTRICT

Shipman Gym (Keaau) 8:00 am-2:00 pm
 Pahoa Community Center 8:00 am-3:00 pm
 Hawaiian Beaches 8:00 am-3:00 pm
 Mt. View/Cooper Center 8:00 am-2:00 pm
 Pahala Community Center 8:00 am-2:00 pm
 Naalehu Community Center 8:00 am-2:00 pm
 Hawaiian Ocean View Estates 8:00 am-12:00 pm

HAMAKUA/NORTH/SOUTH HILO DISTRICT

Papaikou Gym 8:00 am-3:00 pm
 Honokaa Gym 8:00 am-12:00 pm
 Paauilo Gym 8:00 am-12:00 pm
 Papaaloa Gym 8:00 am-12:00 pm

NORTH/SOUTH KOHALA DISTRICT

Hisaoka Gym (Kohala) 8:00 am-3:00 pm
 Waikoloa Elementary School 8:00 am-3:00 pm
 Waimea Community Center 8:00 am-3:00 pm

NORTH/SOUTH KONA DISTRICT

Kekuaokalani Gym(Kailua) 8:00 am-2:00 pm
 Yano Hall (Captain Cook) 8:00 am-2:00 pm
 Hale Halawai Teen Program 8:00 am-2:00 pm

SITES DEPENDENT ON ENROLLMENT AND PROGRAM NEEDS

The Department of Parks and Recreation welcomes participants of all abilities and is committed to making programs and services accessible. To request an accommodation due to a disability or for more information on accessibility contact Alisa Mitchener, Recreation Specialist: 961-8740, ext. 24 or the P&R Administration: VTTY 961-8736.

**County of Hawaii
Department of Parks & Recreation**

**SUMMER FUN EMPLOYMENT
INSTRUCTIONS**

All applications must be turned in to:
799 Piilani Street , Hilo, HI 96720
Tel: (808) 961-8740 ~ Fax: (808) 961-8736

**DEADLINE: Must be postmarked by
March 14, 2008**

**APPLICANTS MUST BE AVAILABLE THROUGHOUT
THE ENTIRE EMPLOYMENT PERIOD OF
JUNE 9-JULY 18, 2008**

SUMMER FUN BEGINS JUNE 16, 2008

Please read the minimum qualification requirements in the recruitment announcement. Answer all questions completely and be sure to sign the application. Either type or print in ink.

A copy of your First Aid Certificate which must be current throughout the period of employment, must be attached and submitted TOGETHER with your application by the March 14, 2008 deadline. Only fully completed applications will be considered for employment. A complete resume and college transcript would be most welcomed.

Failure to follow these instructions, and by not submitting all the required documents by the deadline date and by not signing the application will result in your application not being considered for employment.

CITIZENSHIP: Check the appropriate box. Applicants must be citizens, nationals, or permanent resident aliens of the United States or have authorization to work in the United States).

- A. Citizen of the U.S.
- B. National of the U.S.
- C. Permanent Resident Alien of the U.S.
- D. Other _____

Are you authorized to work in the U.S.?
Yes No

Residence: Are you a legal resident of the State of Hawaii?
Yes No

Date your legal residence in Hawaii began

(Month) (Year)

Within the past year, have you filed a State of Hawaii income tax return or have you been claimed as a dependent on such returns? Yes No

Are you at least 18 years of age for Summer Fun employment? Yes No

JOB APPLYING FOR:

_____ *Activity Aide*

**Districts that you would be interested in working:
Please number in order of preference, 1, 2, 3, etc.:**

_____ Hilo _____ Rural South Hilo
_____ Puna _____ North Kohala
_____ Kau _____ South Kohala
_____ Hamakua _____ Kona

***SEE ATTACHMENT: Please check next to the site locations that you would be interested in working for in the districts you selected.**

Name:

_____ (Last) (First) (M.I.)

Social Security #: _____

Mailing Address:

_____ (City) (State) (Zip Code)

Telephone: _____ (Day) (Evening)

CERTIFICATE OF APPLICANT

I hereby certify that all statements in this application are true and correct to the best of my knowledge. I agree to disclose all criminal offenses committed, convictions for such offense. I authorize you to perform a criminal history check; to obtain my fingerprints for FBI criminal check; and to obtain other information for verification. I also authorize background checks with all my employers (current and past). I understand that any misstatements of material facts herein or a negative criminal history check may be cause forfeiture of all rights to any employment in the service of the County of Hawaii.

_____ (Date) (Signature)

**COUNTY OF HAWAII IS AN EQUAL OPPORTUNITY
EMPLOYER & PROVIDER**

All applicants will receive consideration for employment without regard to race, sex, sexual orientation, age, religion, color, ancestry, disability, martial status, and politics.

EDUCATION/EXPERIENCE:

Graduated from High School? Yes _____ No _____ School: _____ Year _____
 Graduated from College? Yes _____ No _____ School: _____ Year _____
 Attending College? Yes _____ No _____ School _____
 Course of Study in College _____ Number of College credits earned by Dec. 2007 _____
 College Transcript: Attached _____ Being Obtained _____ (Transcript must be received by P&R by 3/14/08).
 State any experience in which you have working with children or groups, or in a leadership capacity:
 Please indicate whether voluntary (V) or paid experience (P)

| Employer | Title | Dates Employed | #Hrs/Week (indicate V or P) |
|----------|-------|----------------|-----------------------------|
| | | | |
| | | | |
| | | | |

Name (s) and phone numbers of current and past employer:

| | |
|--|--|
| | |
| | |
| | |

If you have not been employed, please list 3 professional references (such as a teacher, coach, counselor, scout leader, etc.) who will attest to your character and skills.

1. _____
2. _____
3. _____

List any course you took in education/recreation _____
 Degree, if applicable _____ Years of experience working with children _____
 In what capacity? _____

LIST activities in the following categories that you feel competent in teaching children.

| ARTS | CRAFTS | MUSIC/DANCE | GAMES | SPORTS | OTHER |
|------|--------|-------------|-------|--------|-------|
| 1. | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. | 4. |

Please attach current college transcript and resume to expedite screening/hiring process.

TO BE COMPLETED BY APPLICANTS FOR ENRICHMENT ACTIVITY TECHNICIAN I POSITIONS:

1. What specialty area(s) are you qualified for?
2. How many years of experience do you have in this area(s)?
 Please list your work experiences and indicate length of employment:

| | | | |
|-----------------|--------------|-----------------------|-----------------------------|
| <u>Employer</u> | <u>Title</u> | <u>Dates Employed</u> | <u>#Hours/Week (V or P)</u> |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
3. Do you have a degree in this specialty area? _____ If so, from what college? _____
4. Please attach college transcript.

ALL PERSONS HIRED WILL BE ASKED TO PRODUCE DOCUMENTS THAT WILL ESTABLISH YOUR EMPLOYMENT ELIGIBILITY AND IDENTITY.
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POTENTIAL ISLAND-WIDE SUMMER FUN SITES

CHECK THE SITES IN THE DISTRICT THAT YOU WOULD BE INTERESTED IN WORKING FOR:

HILO DISTRICT

- Waiakea Uka Gym
- Waiakea Recreation Center
- Hilo Armory
- Piihonua Gym
- Richardson Ocean Park
- Kawananakoia Center
- Puueo Teen Program
- Andrews Gym
- Wainaku Gym

HAMAKUA-N/S HILO DISTRICT

- Papaikou Gym
- Honokaa Gym
- Paauilo Gym
- Papaaloa Gym

NORTH/SOUTH KOHALA DISTRICT

- Hisaoka Gym (Kohala)
- Waikoloa Elementary School
- Waimea Community Center

PUNA DISTRICT

- Shipman Gym (Keaau)
- Pahoa Community Center
- Hawaiian Beaches Park
- Mt. View Gym
- HOVE (HI Ocean View Estates)

NORTH/SOUTH KONA DISTRICT

- Kekuaokalani Gym(Kailua)
- Yano Hall (Captain Cook)
- Hale Halawai Teen Program

KAU DISTRICT

- Pahala Community Center
- Naalehu Community Center
- Hawaiian Ocean View Estates