

**Department of Parks and Recreation  
County of Hawai`i  
2010 Summer Fun Employment Information  
(Program Venue May Be Subject to Change)**

**Only fully completed applications with current First Aid certificates submitted by the February 19, 2010 application deadline will be considered for employment.**

The Department of Parks and Recreation announces the following position for temporary summer employment for the 2010 Summer Fun Program, which will run from June 1, 2010 through July 16, 2010 (4 days of mandatory training to be held from June 1-4, 2010). **SUMMER FUN STARTS ON JUNE 7, 2010 (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 desired.

**ACTIVITY TECHNICIAN III:           \$14.00/hour**

A combination of education and experience substantially equivalent to graduation from high school and three years of experience in organizing, conducting, or instructing recreational or group activities. Independently manages a Summer Fun center in addition to planning and conducting a variety of recreational activities in support of a planned Summer Fun program. Must attach proof of a valid driver's license (Class 3), a current Standard First Aid Certificate for the duration of the summer program. *College transcript and resume desired.*

**CLOSING DATE OF FILING MUST BE POSTMARKED BY February 19, 2010.  
FOR MORE INFORMATION, CALL THE RECREATION DIVISION OFFICE AT 961-8740**

*The County of Hawai`i is an Equal Opportunity Provider & Employer.*

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**APPLICATIONS MAY BE DOWNLOADED FROM THE COUNTY'S JOBS WEBSITE OR OBTAINED AT THE FOLLOWING LOCATIONS:**

N/S KONA	West Hawai`i County Office, Kailua	327-3602
	Kekūaokalani Gym, Kailua	327-3566
	Yano Hall, Captain Cook	323-3060
N/S KOHALA	Waimea Community Center	887-3014
	Hisaoka Gym, Kohala	889-6505
PUNA/KA`Ū	Pāhoa Neighborhood Facility	965-2710
	Mt. View Gym	968-2000
HĀMĀKUA/N.HILO	Kula`imano Center, Pepe`ekeo	964-3301
	Honoka`a Complex	775-7505
HILO	Recreation Division Office 799 Pi`ilani Street	961-8740
	Parks and Recreation Office 101 Pauahi Street	961-8311

**2010 POTENTIAL ISLAND-WIDE SUMMER FUN SITES**

**HILO DISTRICT**

Waiākea Uka Gym 8:00 am-3:00 p.m.  
 Hilo Armory 8:00 am-3:00 pm  
 Pana`ewa Park 8:00 am-3:00 pm  
 Pi`ihonua Gym 8:00 am-3:00 pm  
 Kawanākoa Center 8:00 am-3:00 pm  
 Pu`u`eo 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/KA`U DISTRICT**

Shipman Gym (Keaau) 8:00 am-2:00 pm  
 Pāhoa Community Center 8:00 am-3:00 pm  
 Hawaiian Beaches 8:00 am-2:00 pm  
 Mt. View/Cooper Center 8:00 am-2:00 pm  
 Pāhala Community Center 8:00 am-2:00 pm  
 Nā`ālehu Community Center 8:00 am-2:00 pm  
 Hawaiian Ocean View Estates 8:00 am-2:00 pm

**HĀMĀKUA/NORTH/SOUTH HILO DISTRICT**

Pāpa`ikou Gym 8:00 am-3:00 pm  
 Honoka`a Gym 8:00 am-3:00 pm  
 Honomū Gym 8:00 am-2:00 pm  
 Pa`auilo Gym 8:00 am-2:00 pm

**NORTH/SOUTH KOHALA DISTRICT**

Hisaoka Gym (Kohala) 8:00 am-2:00 pm  
 Waikoloa Elementary School 8:00 am-2:00 pm  
 Waimea Community Center 8:00 am-2:00 pm

**NORTH/SOUTH KONA DISTRICT**

Kekūaokalani Gym (Kailua) 8:00 am-2:00 pm  
 Yano Hall (Captain Cook) 8:00 am-2:00 pm  
 Kona Old Airport 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: (808) 961-8740, ext. 24 or the P&R Administration: VTTY (808) 961-8736.

**County of Hawai`i  
Department of Parks & Recreation**

**SUMMER FUN EMPLOYMENT APPLICATION**

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

**DEADLINE: Must be postmarked by  
February 19, 2010**

**APPLICANTS MUST BE AVAILABLE TO WORK  
THROUGHOUT THE ENTIRE PERIOD OF  
JUNE 1 – JULY 16, 2010**

**SUMMER FUN BEGINS JUNE 7, 2010**

**INSTRUCTIONS**

1. Please read the minimum qualification requirements in the recruitment announcement. Answer all questions completely and be sure to sign the application. Type or print legibly in ink.
2. A copy of your Standard First Aid Certificate, which must be current throughout the period of employment, must be attached and submitted with your application by the February 19, 2010 deadline. Only fully completed applications will be considered for employment. A complete resume and college transcript attached to the application is desired.
3. Failure to follow these instructions and not submit all of the required documents by the deadline date, including not signing the application, will result in your application not being considered for summer fun employment.

Check the appropriate box which authorizes you to work in the United States.

- A.  Citizen of the United States  
B.  National of the United States  
C.  Permanent resident alien of the United States  
D.  Eligible under federal law for unrestricted employment in the United States

Are you at least 18 years of age for summer fun employment? Yes  No

**JOB APPLYING FOR:**

\_\_\_\_\_ *Activity Aide*

\_\_\_\_\_ *Activity Technician III*

**Districts that you would be interested in working:**

\*SEE ATTACHMENT: Please review the site locations that you are interested in working and the districts where they are situated.

*(Please number in order of preference, 1, 2, 3, etc.):*

_____ Hilo	_____ Rural South Hilo
_____ Puna	_____ North Kohala
_____ Ka`ū	_____ South Kohala
_____ Hāmākua	_____ Kona

**Legal Name:**

\_\_\_\_\_  
(Last) (First) (M.I.)

**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 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 cause forfeiture of all rights to any employment in the service of the County of Hawai`i.

\_\_\_\_\_  
(Date) (Signature)

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**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. 2009 \_\_\_\_\_  
College Transcript: Attached \_\_\_\_\_ Being Obtained \_\_\_\_\_ (Transcript must be received by P&R by 2/19/10).  
Indicate any experience you have working with children or groups, or experience 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 employers:


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 college courses 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.

IF HIRED, YOU WILL BE ASKED TO PRODUCE DOCUMENTS THAT ESTABLISHES YOUR EMPLOYMENT ELIGIBILITY AND IDENTITY.

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## **2010 POTENTIAL ISLAND-WIDE SUMMER FUN SITES**

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

### **HILO DISTRICT**

- Waiākea Uka Gym
- Hilo Armory
- Pana`ewa Park
- Pi`ihonua Gym
- Kawanākoa Center
- Pu`u`eo Teen Program
- Andrews Gym
- Wainaku Gym

### **PUNA DISTRICT**

- Shipman Gym (Kea`au)
- Pāhoa Community Center
- Hawaiian Beaches Park
- Mt. View Gym

### **KA`Ū DISTRICT**

- Pāhala Community Center
- Nā`ālehu Community Center
- Hawaiian Ocean View Estates

### **HĀMĀKUA-N/S HILO DISTRICT**

- Pāpa`ikou Gym
- Honoka`a Gym
- Honomū Gym
- Pa`auilo Gym

### **NORTH/SOUTH KOHALA DISTRICT**

- Hisaoka Gym (Kohala)
- Waikoloa Park
- Waimea Community Center

### **NORTH/SOUTH KONA DISTRICT**

- Kekūaokalani Gym(Kailua)
- Yano Hall (Captain Cook)
- Kona Old Airport Teen Program