



Job Announcement: Site Supervisor- After School Program

Enjoy working with youth and need a little extra income? La Pine Park & Recreation District is looking for an individual who enjoys working with youth and desires to help make a difference in the community of La Pine. As a site supervisor you will be primarily responsible for providing a fun, safe and positive environment to students enrolled in the Community School Program among other duties. For more information, to download an application and review the complete job description please visit: www.lapineparks.org and click on the "Employment Opportunities" link.

- How to Apply:**
- 1) Review full job description for qualification and experience required prior to completing application.
 - 2) Download and complete application at www.lapineparks.org.
Application can also be picked up at the district office.
 - 3) Submit the following:
 - a) Community School Site Supervisor Application
 - b) Current Resume with prior work experience
 - c) List of strengths relevant to stated position

Mail your packet to:

Lynn Buck-Community School Coordinator
La Pine Park & Recreation District
PO Box 664
La Pine, OR 97739

OR

E-mail your application in PDF format to:
Lynn.buck@lapineparks.org

Term: Current through June 7, 2012

Salary: \$10.00-\$12.00 per hour DOQ

Closing Date: Open until filled

Questions: Lynn Buck
Community School and Summer Program Coordinator
541-536-2223
lynn.buck@lapineparks.org



Job Title: Community School Site Supervisor **Location:** La Pine Event Center

Type: Part Time (approx 17.5 hours wk)

Position summary:

Site supervisors develop relationships with youth, parents, and staff members while promoting a safe, encouraging environment for students to complete homework, receive tutoring assistance, or participating in enrichment activities. The site supervisor will also lead activities that promote positive youth development, leadership and an enjoyment of learning. Staff members will act as mentors and model leadership behaviors to students participating in the program. Staff members must be willing to act as an effective member of a team. Strong interpersonal and problem solving skills, flexibility and an ability to conduct interactions professionally and courteously are a must.

Major Responsibilities include but are not limited to the following:

- Create and supervise student activities
- Use various strategies to maintain a safe and positive after school environment
- Act as a role-model for youth in attendance
- Daily and weekly record keeping and reporting
- Assist site tutor as needed
- Comply with mandatory child safety reporting standards
- Daily participation in cleaning facility

Experience and Qualification Requirements:

- Enjoy working with youth of all types
- Reliability a must
- Ability to take and give direction clearly and courteously
- Experience working with a diversity of youth
- Willing to take initiative
- Firm understanding of conflict resolution solutions
- CPR/ First Aid certification preferred
- Pass mandatory background checks

Additional Information:

- Salary Range: \$10.00 -\$12.00 per hr. DOQ
- Position posted 01/19/2012
- Part-time / Temporary position ending on or before June 7, 2012

Position open until filled



Employment Application

Application Date: _____

Personal Information			
Name	Last:	First:	MI:
Street Address			
City, State, Zip			
Phone Numbers	Home:	Work:	Cell:
Driver's License #	State:	Number:	
E-mail Address	Email:		
Position Applying For:			
List all states you've resided in during the past five years:			
Have you ever worked or attended school under any other name?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please list all other names used:		
Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a statement giving a full explanation. (Exclude those cases contained within expunged juvenile record and minor traffic violations.)		
Have you ever been arrested for a crime, which there has not yet been an acquittal or dismissal?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Agreement and Signature <i>(Read the following before you sign)</i>			
<p>* <i>La Pine Park & Recreation District</i>, all prospective employees and volunteers will be subject to a criminal history check. This check is confidential and open to explanations. By signing on the line below, you are both authorizing this background check and confirming that all information listed above are valid and truthful to the best of your knowledge. The check will be made annually unless it is deemed necessary by the district to complete one more often.</p> <p>* By submitting this application, I affirm that the facts set forth in it are true and complete. <i>I understand that if I am accepted as a staff member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.</i></p> <p>* I consent to the release of information about my ability and fitness for service as a <i>La Pine Park & Recreation District</i> staff member by my workplace, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of <i>La Pine Park & Recreation District</i>.</p>			
Name (printed)			
Signature			
Date			

Submit completed application to:
La Pine Park & Recreation District
PO Box 664
La Pine, OR 97739



Employment Data

Dates Employed (from most recent position) From: _____ To: _____	Position Title	Years in Position
Starting Salary	Organization Name and Address	
Final Salary		
Immediate Supervisor Name, Title and Phone #		OK to Contact? Yes No
Description of Position		
Reason for Leaving		
Dates Employed (from most recent position) From: _____ To: _____	Position Title	Years in Position
Starting Salary	Organization Name and Address	
Final Salary		
Immediate Supervisor Name, Title and Phone #		OK to Contact? Yes No
Description of Position		
Reason for Leaving		
Dates Employed (from most recent position) From: _____ To: _____	Position Title	Years in Position
Starting Salary	Organization Name and Address	
Final Salary		
Immediate Supervisor Name, Title and Phone #		OK to Contact? Yes No
Description of Position		
Reason for Leaving		



Education

Name of School	City / State	Did you Graduate?	If No, # of years left to graduate	If Yes, date of graduation	Degree Received / Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

Additional Education or Applicable Training Programs

(List most recent first)

Name of Course / Program	Description of Course / Program	Year Completed

Personal / Professional References

(References aged 18 and older)

Name	Relationship	Phone Number



Supplemental Questions:

What interests you about this position?

How do you feel your experiences have prepared you for the position applied for as indicated in the job description?

Give an example of a how you would resolve tension issues between teens in a classroom.

Do you affirm that all of the information contained in this application is correct?

Signature

Date

Applicants may submit a resume and other materials to attach to this application, but no more than a total of 5 additional pages. Be advised that all materials will become the property of the La Pine Park and Recreation District and will not be returned to the applicant.