

REQUIRED BACKGROUND CHECKS, TRAINING, AND AFFIDAVIT INFORMATION FOR CHILD-CARE POSITIONS

The PA Child Protective Services Law (CPSL) requires the following clearances and criminal record checks for prospective employees whose positions involve a “significant likelihood of regular contact with children in the form of care, guidance, supervision, or training”:

- PA Child Abuse Clearance
- PA Criminal Record Check
- FBI Fingerprinting
- Mandatory Reporter Training Certificate

These documents **must** be submitted along with your application.

Applications will not be considered until all materials are provided.

Clearance Validity:

Clearances are valid for five (5) years. If we have a record of your valid clearances within this period, you only need to submit your application.

Township Affidavit Requirement:

If you are offered a position (as a new or returning employee), you will be provided with a Township Affidavit. This affidavit must be witnessed and signed by our staff **before employment begins**.

Additional Notes:

- The Township **does not reimburse** any fees associated with clearances, training, or affidavit notarization.
- The following positions require these clearances:
 - Playground Site Supervisors
 - Playground Leaders
 - Teen Trex Supervisors
 - Park Attendants
 - Other child-supervising positions throughout the year.

SUMMARY OF APPLICATION PROCESS

- **DEADLINE FOR APPLICATIONS:**
 - **February 14:** Returning employees.
 - **March 31:** New applicants (with all required clearances.)
 - Applications received after March 31 will be reviewed as openings occur.
Please select interested position when completing our online application.
- **APPLICATION REQUIREMENTS:**
 - All applicants (including former employees) must complete the employment application each year or confirm that their information has not changed.
 - Seasonal employees are selected annually, and employment is not guaranteed.
- **RESIDENCY PRIORITY:**
 - Preference is given to applicants who are currently residing in Upper Moreland Township, provided qualifications are met.
 - The Township prefers not to hire more than one person per family.
- **COLLEGE STUDENTS:**
 - Note your spring break dates or availability for interviews on your application.
 - Indicate start/end dates for summer employment and any requested time off.
- **PARK MAINTENANCE APPLICANTS:**
 - You must include your **PA Driver's License Number** in your application
- **NOTIFICATION:**
 - Due to high application volumes, only those selected for hire will be notified.
- **EMPLOYMENT DETAILS:**
 - All positions are hourly, seasonal, and do not include benefits (except for workers' compensation for job-related injuries).

Note:

Some positions may require drug and alcohol testing, clearances, and random tests during seasonal employment.

UPPER MORELAND TOWNSHIP DEPARTMENT OF PARKS AND RECREATION

SEASONAL EMPLOYMENT OPPORTUNITIES 2025

**MUST READ ENTIRE BROCHURE
BEFORE COMPLETING THE
EMPLOYMENT APPLICATION**



**117 Park Avenue
Willow Grove, PA 19090
215-659-3100 ext. 1039**

Email: parksandrecreation@uppermoreland.org
Township: www.uppermoreland.org
Recreation: www.uppermorelandrec.com

Katie Kollar, Director of Parks and Recreation
Jennifer Hartigan, Program Coordinator
Joe Reilly, Parks Foreman

SUMMER PLAYGROUND POSITIONS

Please see the panels detailing background clearances required with your application

* PLAYGROUND LEADERS

(Up to 30 Positions)

Locations: UM Middle School or UM Elementary School Complex.

JOB DUTIES: Responsible for coordinating, delivering, and supervising recreational activities for children in grades 1-8. Activities include sports, games, and trips, under the direction of the Site Supervisor.

TIME PERIOD: 8 weeks (June 16 – August 8), Monday – Friday, 8:30 AM – 4:30 PM. Work schedules and staffing levels are subject to enrollment changes.

2025 PAY SCALE: \$14.00 – \$16.00 per hour, based on qualifications and experience.

QUALIFICATIONS: Prior experience planning or coordinating youth programs and supervising children is preferred. One year of college courses in recreation, education, or physical education is ideal. CPR/First Aid Certification is recommended, and training is available. **Minimum age: 16.**

* PLAYGROUND SITE SUPERVISORS

(Up to 6 Positions)

Locations: UM Middle School or UM Elementary School Complex.

JOB DUTIES: Responsible for supervising recreational activities for children in grades 1-8, including sports, games, and trips. Duties include enforcing program rules, supervising staff, coordinating with park/school personnel, handling program discipline, and communicating with parents regarding events, child behavior, and other issues.

TIME PERIOD: 8 weeks (June 16 – August 8), Monday – Friday, 8:30 AM – 4:30 PM. Work schedules and staffing levels are subject to enrollment changes.

2025 PAY SCALE: \$17.00 – \$19.00 per hour, based on qualifications and experience.

QUALIFICATIONS: Experience in planning and coordinating youth programs and supervising children is required. A degree in Education or Recreation Management is preferred. Certification from the PA Department of Education is also preferred. CPR/First Aid Certification is required, and training is available. **Minimum age: 21.**

* TEEN TREX SUPERVISORS

(Up to 2 Positions)

Locations: Pileggi Park, Shoemaker Road, Huntingdon Valley.

JOB DUTIES: Responsible for supervising recreational activities and trips for teens ages 12–15. Duties include preparing weekly plans under the direction of the Recreation Program Coordinator, traveling to various locations with participants, and maintaining daily communication with parents. Supervisors are required to drive a 15-passenger van to transport participants

TIME PERIOD: 8 weeks (June 16 – August 8), Monday – Thursday, 8:30 AM – 4:30 PM (hours may vary based on trips). Work schedules and staffing levels are subject to enrollment changes.

2025 PAY SCALE: \$18.00 – \$20.00 per hour, based on qualifications, experience, and driving responsibilities.

QUALIFICATIONS: Extensive experience supervising youth is required. A degree in Education or Recreation Management is preferred. Certification by the PA Department of Education is also preferred. CPR/First Aid Certification is required, and training is available. A valid driver's license and a clean driving record are required. **Minimum age: 25.**

PARK MAINTENANCE and PARK ATTENDANT POSITIONS

may require the prospective employee pass a drug / alcohol test, background checks, and random tests throughout employment.

PARKS MAINTENANCE

(Up to 8 Positions)

Locations: Buehler Park Shop/Mason's Mill Park/Veterans Memorial Park/Pileggi Park/Farmstead Park.

JOB DUTIES: Responsibilities include mowing and trimming grass, trash collection, painting, field grooming, and other general maintenance tasks.

TIME PERIOD: April 14 – October 10, Monday – Friday, 6:30 AM – 2:15 PM (40 hours per week). Hours are subject to weather conditions.

2025 PAY SCALE: \$18.00 – \$21.00 per hour, based on qualifications and experience.

QUALIFICATIONS: Experience in grounds maintenance and operating tractors, mowers, and trucks is required. Mechanical abilities are preferred. A valid driver's license is required. **Minimum age: 18.**

ATTIRE: Employees must supply and wear long pants and boots (steel-toe preferred) at all times. The Township provides 3 staff T-shirts, with additional shirts available for purchase. Gloves, earplugs, and safety glasses are provided when appropriate.

LANDSCAPE BED WORKER

(Up to 1 Position)

Locations: Various Parks

JOB DUTIES: Responsible for weeding, mulching, raking, watering, cleaning, and other maintenance tasks required for the care and appearance of landscape beds.

TIME PERIOD: April 14 – October 10, 2–4 days per week, approximately 15–20 hours per week. Hours may vary and are subject to weather conditions.

2025 PAY SCALE: \$16.00 per hour, based on qualifications and experience.

QUALIFICATIONS: Experience in grounds maintenance & landscaping is required. A valid driver's license is required. **Minimum age: 18.**

ATTIRE: Employees must supply and wear long pants and boots (steel-toe preferred) at all times. The Township provides 3 staff T-shirts, with additional shirts available for purchase. Gloves, earplugs, and safety glasses are provided when appropriate.

* PARK ATTENDANTS

(Up to 12 Positions)

Locations: Mason's Mill Park

JOB DUTIES: Responsibilities include trash pickup, supervising court operations, enforcing park rules, monitoring facilities, cleaning restrooms, and assisting park patrons. All work is weather-dependent.

TIME PERIOD: April – October (weekends in November). Parks are open seven days a week.

SHIFT HOURS:

- **Weekday:** Mon-Fri 8a-2p
- **Weekday Midday:** Mon-Fri 2p-7p
- **Weekday Nights:** Mon-Fri 7p-11p (parks close at 10p on Fridays)

- **Weekend:** Sat-Sun 8a-3p
- **Weekend Midday:** Sat-Sun 11a-5p
- **Weekend Evening:** Sat-Sun 3p-10p

2025 PAY SCALE: \$15.00 – \$17.00 per hour, based on qualifications and experience.

QUALIFICATIONS: Applicants must be personable, customer service-oriented, professional, dependable, and ambitious. **Minimum age: 16.**