

WANT ADS

The Village of Dolgeville is accepting applications for the positions of Playground Director and Four Assistant Playground Directors for the Summer Program. Pick up application @ Village Clerk's Office, 41 North Main Street, Dolgeville, NY during regular business hours or online @villageofdolgeville.org.

Preference given to applicants within the Dolgeville Central School District.

Applications must be returned by March 15, 2023.

Dated: January 20, 2023

Times: January 24, 2023

Please run the ad in the Times-Telegram.

**JOB DESCRIPTION
FOR
PLAYGROUND DIRECTOR & ASSISTANT DIRECTOR(S)**

Playground Director

Must be able to organize sports, games, trips, crafts, etc. and supervise children for our 8-week program.

Must be able to lead a team of three assistants to help run the program.

Job requires a background check.

Job requires Basic Life Support CPR and first aid training or be willing to receive training and will be provided.

Job requires a childcare education, teaching assistant or equivalent.

Assistant Playground Directors

Assistants need the same training and qualification but must be able to work with the director.

ADDITIONAL ITEMS

Working hours: 8:30 a.m. – 3:00 p.m. Playground program hours: 9:00 a.m. – 3:00 p.m.

All employees get a 30-minute lunch.

Lunches are rotated between all staff and between the hours of 12:00 – 1:00 p.m. with the director and or an assistant on the playground at all times.

No one allowed in the building during the day.

No personal phone calls.

The play area of the playground is to be raked every day and if staff does have time, weeds can be pulled and equipment can be painted.

Plan and buy supplies in advance. Get what you might need well in advance.

Hold staff meetings at least one day a week before your starts. (8:30 a.m.)

Give weekly report to Youth Commission.

Date Stamp Recv'd _____

Application for Examination or Employment

HERKIMER COUNTY PERSONNEL

109 Mary Street, Suite 1304, Herkimer, New York 13350-2915

315-867-1115

www.herkimercounty.org

Approved

Conditional

Disapproved

By _____

Filing Fee: Yes No Initial _____

THIS APPLICATION IS PART OF YOUR EXAMINATION. Answer ALL questions fully in ink or on typewriter. NO COPIES WILL BE ACCEPTED, ORIGINALS ONLY.

Position Title	Exam Number

Last Name _____ First _____ M _____

House # and Street or RD _____

City or Village or Town _____ State _____ Zip Code _____

Home Phone () _____ Work Phone () _____

SOCIAL SECURITY NUMBER _____

Date of Birth _____ To be answered by Public Officer Applicants Only.

Are you at least 18 years of age? YES NO

Have you reached the age of 70? YES NO

Are you a citizen of the United States? YES NO

Filing Fee: I have enclosed the fee.

(The fee WILL NOT BE REFUNDED if application is disapproved.)

SPECIAL ARRANGEMENTS: (See Instruction "E")

Religious Accommodations Military Disability

State your CURRENT PERMANENT LEGAL RESIDENCE, as listed in the address above, and indicate for how long you have resided there continually, up to and including the date of this application:

NAME OF	YEARS	MONTHS
City or Village		
Town		
County		
State		
School District		

BE SURE TO ANSWER THIS SECTION

Section 50-b of the NYS Civil Service Law requires that all applicants for examination be asked the following questions:

1. Have you any loans made or guaranteed by the New York State Higher Education Services Corporation which are currently outstanding? YES NO

2. If so, are you presently in default on any such loans? YES NO

Have you ever taken any other examinations given by this department? YES NO

Give titles and dates _____

Check appropriate box to the right of each question:

- | | YES | NO |
|---|--------------------------|--------------------------|
| A. Were you ever dismissed or discharged from any employment for reasons other than lack of work, funds, disability or medical condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Did you ever resign from any employment rather than face dismissal? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have you ever been convicted of any crime (felony or misdemeanor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Are you now under charges for any crime? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to any of the above questions, you may give specifics under Remarks on page 3 of this application. If you elect not to provide specifics, however, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

VETERANS CREDITS (See Instruction "F")

If you wish to claim additional credits as an honorably discharged veteran, check the appropriate boxes below. Attach copy of your DD214 form.

Disabled War Veteran Non-Disabled War Veteran

A. Have you ever served in the Armed Forces of the United States? (The "Armed Forces of the United States" means the Army, Navy, Marine Corps., Air Force and Coast Guard, including all components thereof and the National Guard when in the service of the United States pursuant to call as provided by Law on a full-time active duty basis other than for training purposes.) YES NO

B. If "YES" did you receive a discharge which was honorable or were you released under honorable circumstances? YES NO

C. Did you serve in the Armed Forces of the United States during any of the following periods? WW II, 12/7/41-12/31/46; Korean Conflict, 6/27/50-1/31/55; Viet Nam Conflict, 12/22/61-5/7/75; Persian Gulf Conflict, 8/2/90-?; Lebanon*, 6/1/83-12/1/87; Grenada*, 10/23/83-11/21/83; Panama*, 12/20/89-1/31/90; US Public Health Service, 7/29/45-12/31/46 and 6/27/50-7/3/52. *credits limited to veterans who received the armed forces, navy, or marine corps. expeditionary medal. YES NO

D. Since January 1, 1951, have you received a permanent appointment using your veterans' credits? YES NO

E. Are you currently serving on ACTIVE DUTY in the armed forces and wish to apply for veterans' credits? YES NO

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made on this application (including statements in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct.

Signature of Applicant _____ Date _____

Indicate any other surname (last name) by which you are or have been known. (Please Print) _____

EDUCATION: Read examination announcement for educational requirements, if any. If specialized coursework is required, attach a transcript or list of the required courses and semester credit hours you completed.

Have you graduated from high school? YES NO If YES, Name/Location of High School: _____ Year Graduated: _____

If you have a high school equivalency diploma, indicate: Issuing Governmental Authority: _____ Number: _____ Date of Issue: _____

Name of School and Address College, University, Professional or Technical School; Other Schools or Special Courses.	Dates of Attendance (Month & Year)		Day or Night	Full or Part Time	No. of Years Credited	Were you Graduated?	Type of Course or Major Subject	# of College Credits Recv'd	Type of Degree Recv'd	Date Degree Received / Expected
	From	To								

License/Certification: Do you have a license, certification, or other authorization to practice a trade or profession? YES NO
 Name of trade or profession: _____ License/Certificate Number: _____
 Licensing Agency: _____ Licensed from: _____ to: _____

IF required on the exam announcement*, do you have a valid New York State Driver License? YES NO

License ID #: _____ Expires: _____ Class: _____ ***attach copy of license to this application if required.**

EXPERIENCE: Beginning with your most recent employment, list all employment, military service, or volunteer experience that shows you meet the minimum qualifications for the examination(s). We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your experience. Under DUTIES describe the nature of the work which you personally performed including the estimated percentage of time spent on each type of activity. If you supervised, state how many people and the nature of such supervision.

COMPLETE THESE SECTIONS EVEN IF YOU ARE ATTACHING A RESUME OR OTHER DOCUMENTS.

Length of Employment (month/year) From : / / To: / /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / / To: / /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / / To: / /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / TO: /	Firm Name	Address	City and State
Earnings (circle one) \$ Wk Mo Yr	Describe Duties:		
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / TO: /	Firm Name	Address	City and State
Earnings (circle one) \$ Wk Mo Yr	Describe Duties:		
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 1/2 x 11 inch sheets.)

Instructions and Information

A. Exam Application: Before filling out your application, read the announcement carefully. This application is part of your examination. Answer all questions fully and carefully. Resumes will NOT be accepted in lieu of application. Print in black ink or use typewriter. Attach additional sheets, if necessary, to give complete and detailed information. An incomplete application may result in disapproval. ALL STATEMENTS ARE SUBJECT TO VERIFICATION. NO COPIES WILL BE ACCEPTED, ORIGINALS ONLY.

B. Filing Fee: Refer to the front of the exam announcement for the required filing fee. Enclose a Money Order or Personal Check for the total amount, made payable to HERKIMER COUNTY PERSONNEL. Do NOT send cash. If your application is disapproved, the fee will NOT be refunded. Check the box on the front of the application.

C. Admission to Exam: We review your application before the exam to ensure you meet the minimum qualifications. If your application is disapproved, we will notify you of the reason. If you do not receive an admission form from us three days before the exam date, call us at 315-867-1115.

D. Change of Address: Notify this agency immediately of any change of address. When writing, give the number and title of the exam. Herkimer County Personnel is not responsible for undeliverable mail or postal delay. No attempt will be made to locate candidates who have moved.

E. Special Arrangements: If you need special arrangements because of a religious observance or practice, person with a disability, or are requesting a military make-up exam, you must, EITHER: (1) Check the appropriate box on the front of the application and indicate the special arrangements you require in the REMARKS section on Page 3; OR (2) Write to our office no later than the last filing date for this exam. Your request must include the exam number and title, and type of special arrangements required.

F. Veterans Credits: War Time Veterans and Disabled Veterans are eligible for extra credits added to their exam score, if they pass. If you want to have the extra credits added to your exam score, you must answer all the veterans' questions on the front of the application now. Application for Veterans' Credits will be mailed with the Admission Notice. You can waive the extra credits later if you wish. These credits may be claimed on each application for exam, UNTIL you receive a permanent appointment using your veterans' credits. Once a permanent appointment has been received, you can no longer claim veterans credits on your application.

Federal and State Law prohibit discrimination because of age, race, creed, color, religion, national origin, gender, sexual orientation, disability, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Herkimer County is an Equal Opportunity Employer