

**Radnor Township**  
**Parks & Recreation Department**

**Radnor Day Camp Employee Paperwork Checklist**

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

In order to complete the process for employment with the Radnor Township Parks & Recreation Department, please make sure you have done all of the following or you will not be able to begin your seasonal, at-will employment.

	<a href="#">2024 Job Application</a> and updated resume: <b>(ALL EMPLOYEES)</b>
	Employee Acknowledgement Form: <b>(ALL EMPLOYEES)</b> : Hard copy provided upon hire
	<a href="#">Employee Emergency Contact &amp; Medical Information Form</a> : <b>(ALL EMPLOYEES)</b>
	<a href="#">W-4 Form</a> : <b>(ALL EMPLOYEES)</b>
	<a href="#">Residency Certification Form</a> : <b>(ALL EMPLOYEES)</b>
	<a href="#">Employment Eligibility Verification Form (I-9)</a> : <b>(NEW EMPLOYEES ONLY)</b>
	<b>Work Permit (under 18) &amp; <a href="#">Parental Acknowledgement (under 16)</a>: <b>(ALL EMPLOYEES under the age of 16 and/or 18)</b></b> Radnor Residents can obtain work permits at Radnor High School or through the School District in which you reside (for non-Radnor Residents).
	<a href="#">Copies of current Child Protective Services Laws (CPSL) Clearances</a> : <b>(ALL EMPLOYEES)</b> If you submitted your clearances last year you do not need to resubmit them for 2024
	<a href="#">Completed online Background Check</a> : <b>(ALL EMPLOYEES - AS NEEDED)</b> This is ONLY for new and returning employees who have completed their CPSL Clearances prior to 2024.
	<b>Copies of any current certifications: <b>(ALL EMPLOYEES IF APPLICABLE)</b></b> e.g. Teacher Certification; Coaching, or Other Special Skills/Certifications if applicable
	<a href="#">Copy of your current First Aid; CPR/AED</a> : <b>(ALL EMPLOYEES)</b> Provide a copy of your current certification or register to attend a certification class with Radnor Police Department
	<b>Copy of your valid driver's license or photo ID: <b>(NEW EMPLOYEES or RETURNING EMPLOYEES THAT HAVE EXPIRED)</b></b>
	<b>Copy of your Social Security Card or Passport: <b>(NEW EMPLOYEES ONLY)</b></b>
	<a href="#">Completed mandatory drug test at Worknet</a> : <b>(ALL EMPLOYEES)</b>

**See reverse for information about mandatory Staff Training and additional requirements to be completed prior to employment.**

## **TRAINING & ADDITIONAL REQUIREMENTS:**

	<b>Successful meeting with The Township Manager and/or Director of Parks &amp; Recreation: (NEW EMPLOYEES ONLY)</b>
	<b>Attendance and successful completion of Mandatory Staff Training (ALL EMPLOYEES):</b> <ul style="list-style-type: none"><li>• Tuesday, June 18<sup>th</sup>, 9:00 AM: <b>Directors &amp; Coordinators ONLY</b> at Radnor Township Building</li><li>• Thursday, June 20<sup>th</sup>, 9:00 AM – 4:00 PM: <b>ALL STAFF</b> at Radnor Elementary School</li><li>• Friday, June 21<sup>st</sup>, 9:00 AM – 4:00 PM: <b>ALL STAFF</b> at Radnor Elementary School</li></ul>
	<b>Advanced Preparation for Staff Training: (ALL EMPLOYEES)</b> <ul style="list-style-type: none"><li>• <a href="#">Child Abuse Awareness Training Webinar/Power Point</a>: All new and returning employees.</li><li>• <a href="#">Radnor Day Camp Employee Bio</a>: New and returning employees</li><li>• <a href="#">Game SWAP</a>: All staff should be prepared at all times to lead engaging games and activities throughout the summer. Leader IIs, Leader Is, Chameleons, Lifeguards, and Specialty Coordinators should especially be prepared to bring sample games and activities to lead during staff training.</li><li>• Additional training videos and resources will be provided.</li></ul>
	<b>Signed Summer Camp Staff Handbook: (ALL EMPLOYEES)</b> Hard copy provided to all staff at Staff Training and by email in advance of training – Signature required on Pages 22 and 24