



**County of Hawai'i  
Department of Parks & Recreation  
Recreation Division**

**2026 SUMMER FUN PROGRAM  
EMPLOYMENT APPLICATION**

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

**DEADLINE: Must be postmarked by  
April 17, 2026**

APPLICANTS MUST BE AVAILABLE TO  
WORK THROUGHOUT THE ENTIRE PERIOD

*Training: June 2-5, 2026  
Program: June 8-July 17, 2026*

**INSTRUCTIONS**

1. Please read the minimum qualification requirements in the recruitment announcement attached. Answer all questions completely and accurately. Sign the application. Type or print legibly in BLACK or BLUE ink.
2. The following document is required:  
 A copy of your Standard First Aid Certificate. Certification must remain current throughout the period of employment. Certificate must be submitted with your application by the deadline. Only complete applications will be considered for employment.
3. The following items are desired:  
 Resume  
 College Transcript
4. Failure to adhere to these instructions could result in an applicant's denial to employment.

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

- Citizen of the United States  
 National of the United States  
 Permanent resident alien of the United States  
 Eligible under federal law for unrestricted employment in the United States

Are you at least 18 years of age for Summer Fun program employment? Yes \_\_\_\_\_ No \_\_\_\_\_

PRIOR TO MAKING SELECTIONS BELOW, REVIEW INFO ON SUBSEQUENT PAGES FOR VARIOUS POSITION QUALIFICATIONS AND ISLAND-WIDE SITE LOCATIONS.

**POSITION APPLYING FOR (check one):**

\_\_\_\_\_ Activity Aide I

\_\_\_\_\_ Activity Aide II

**LEGAL NAME:**

\_\_\_\_\_  
Last, First, M.I.

**MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip Code

**TELEPHONE:**

\_\_\_\_\_  
Primary Phone No.

\_\_\_\_\_  
Secondary Phone No.

**CERTIFICATION 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

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

**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 January 2026 \_\_\_\_\_  
 College Transcript: Attached \_\_\_\_\_ Being Obtained \_\_\_\_\_ (Transcript must be received by P&R by 2/28/26).  
 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.**



## **2026 ISLAND-WIDE SUMMER FUN PROGRAM SITES**

Check all sites you are interested in working at.

### **HILO DISTRICT**

- \_\_\_\_\_ Andrews Gym
- \_\_\_\_\_ Hilo Armory
- \_\_\_\_\_ Kawānanakoa Gym
- \_\_\_\_\_ Pana'ewa Park
- \_\_\_\_\_ Pi'ihonua Gym
- \_\_\_\_\_ Waiākea Uka Gym

### **HAMAKUA DISTRICT**

- \_\_\_\_\_ Pāpaikou Gym
- \_\_\_\_\_ Pa'auilo Gym
- \_\_\_\_\_ Honoka'a Gym

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

- \_\_\_\_\_ Spencer Kalani Schutte District Park in Waimea
- \_\_\_\_\_ Hisaoka Gym in Kohala
- \_\_\_\_\_ Pu'unui Park in Waikōloa

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

- \_\_\_\_\_ Kekuaokalani Gym
- \_\_\_\_\_ Yano Hall in Capt. Cook

### **PUNA/KA'U DISTRICT**

- \_\_\_\_\_ Na'alehu Community Center
- \_\_\_\_\_ Rep. Robert N. Herkes Gym in Pāhala
- \_\_\_\_\_ Kea'au Armory at Shipman Park
- \_\_\_\_\_ William "Billy" Kenoi Park in Pāhoa

### **SPECIAL ENRICHMENT PROGRAMS:**

- \_\_\_\_\_ Pu'u'eo Teen Scene Program at Clem Akina Park in Wainaku
- \_\_\_\_\_ 'Ike Kai Program at Richardson's Ocean Center
- \_\_\_\_\_ 'Ike Pono Program in Hāmākua District (2) 3-week programs – Kula'imano & Honomu
- \_\_\_\_\_ Waimea Teen Program at Waimea District Park
- \_\_\_\_\_ Hale Hālāwai Teen Program in Kailua
- \_\_\_\_\_ Mt. View Gym - Teen Program



**Department of Parks and Recreation**  
**2026 Summer Intersession Employment Information**  
(Program site and time may be subject to change)

The Department of Parks and Recreation announces the following positions for temporary employment for the 2026 Summer Fun Program, which will run from June 8-July 17, 2026, with mandatory training June 2-5, 2026.

**MINIMUM QUALIFICATIONS**

**ACTIVITY AIDE I:**                      **\$17.50 / 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 for youth. Performs a variety of tasks in the operation of recreation program and facilities; assists the Recreation Division personnel in conducting activities for youth. Conducts athletic, cultural, social, and recreational activities (arts and crafts, music/dance, games, etc.). Performs clerical and custodial tasks. Assists in the supervision of large groups of children during programs, bus trips, and other planned excursions. Must attach proof of a valid First Aid Certificate and the certificate must remain valid through the duration of the summer/intersession program. College transcript and resume desired.

**ACTIVITY AIDE II:**                      **\$19.00 / hour**

The applicant must have at least one year of Summer Fun or Intersession program experience with the Recreation Division. 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 for youth. Performs a variety of tasks in the operation of recreation program and facilities; assists the Recreation Division personnel in conducting activities for youth. Conducts athletic, cultural, social, and recreational activities (arts and crafts, music/dance, games, etc.). Performs clerical and custodial tasks. Assists in the supervision of large groups of children during programs, bus trips, and other planned excursions. Must attach proof of a valid First Aid Certificate and the certificate must remain valid through the duration of the summer/intersession program. College transcript and resume desired.

**MAILED APPLICATIONS MUST BE POSTMARKED BY APRIL 17, 2026.**

FOR MORE INFORMATION, CALL THE RECREATION DIVISION OFFICE AT 808-961-8740  
OR ANY OF FOLLOWING PERSONNEL:

|                |   |              |
|----------------|---|--------------|
| N/S KONA       | Victor McDaniel, Recreation District Supervisor         | 808-333-1106 |
| N/S KOHALA     | Vacant, Recreation District Supervisor                  | 808-217-6074 |
| PUNA/KA'Ū      | Vacant, Recreation District Supervisor                  | 808-938-2015 |
| HĀMĀKUA/N.HILO | Shelton Kalilikane, Recreation District Supervisor      | 808-936-4285 |
| HILO           | Royden Chow, Recreation District Supervisor             | 808-938-2014 |
| HILO           | Kalani Kahalioumi, Recreation Specialist – Richardson's | 808-238-6566 |