

Colts Neck Township

Department of Recreation and Parks

14 Heyers Mill Road, Colts Neck, New Jersey 07722

Phone: 732-780-6666 Fax: 732-431-4507

SUMMER CAMP EMPLOYMENT APPLICATION PACKAGE

Attached you will find our employment application which must be completed in its entirety, along with the Counselor job description. **Applications must be returned by Monday, May 24, 2021.** Applications received after **May 24, 2021**, will be kept on file but this does not guarantee you will be granted an interview.

Also contained is a list of dates that you **must** be available to work, as well as the Staff Attendance Policy.

If you have any questions, please contact the Recreation Office.

EMPLOYMENT DATES – MANDATORY

<u>Camp Schedule</u>	<u>Monday June 28, 2021 – August 6, 2021</u>
<u>Staff Hours</u>	<u>8:30 am – 2:30 am</u>

PRINT NAME CLEARLY

RETURN BY MAY 24, 2021

Colts Neck Recreation and Parks Department
SUMMER PROGRAM EMPLOYMENT APPLICATION

Must be 16 years old prior to June 28, 2021 for Counselor position

Must be 15 years old before June 28, 2021 for Counselor in Training position

All information must be filled in – Interview letters will be sent via email. Please print.

Name _____ **Date** _____

Address _____ **Town/Zip** _____

Home Phone _____ **E-mail/address** _____

Cell Phone _____ **Month/Date/Year of Birth** _____

Position applied for: Counselor ☐ **Counselor in Training** ☐

Education

School Attending _____

Yrs. Completed _____
As of June 2021 _____

In case of Emergency: Name _____ Relationship _____

Address _____ Phone _____

Extracurricular activities and interests (CLUBS/ORGANIZATIONS)

Has any member of your family ever worked for Colts Neck Recreation? _____ If yes,
state who and in what capacity _____

List and give a brief description of your qualities and work experience:

List 3 references (May not be relatives, or Colts Neck Township Employees)

Name	Address	Phone # (include area code)
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1. _____
2. _____
3. _____

Check box to agree to the Colts Neck Recreation Summer Camp Attendance Policy

- ☐ **I understand that I must be available to work the entire summer camp season starting Friday, June 28, 2021 (Orientation) through Friday, August 7, 2021.**
- ☐ **Since staff absences can adversely affect site operations as well as co-workers and campers, an excellent attendance record is expected of all employees. Should an absence occur without prior written approval from the Camp Supervisor, a letter of explanation must be presented immediately upon return to work. An absence of this type will be reviewed by Camp Administration who will, at their sole discretion, designate the occurrence as either excused or unexcused. Unexcused absences will result in disciplinary action that could include immediate termination of employment.**

MAIL TO: Colts Neck Recreation, Summer Jobs
14 Heyers Mill Road
Colts Neck, NJ 07722

Applicant Signature: _____

COLTS NECK TOWNSHIP
COLTS DEPARTMENT OF RECREATION & PARKS

Job Title: **Recreation Day Camp Counselor**

Duties:

____ Under the direction of the Recreation Supervisor, conducts Day Camp programs at an assigned recreational site, ensures that structures, areas and equipment are always in safe condition, prepares weekly schedule of programs, follows full safety procedures outlined by the director, supervises all field trips and special events, submits financial and service records, provides an enthusiastic relationship with campers and peers, establishes helpful relationships with families, works cooperatively in developing programs and recreational projects, attends all training sessions and weekly meetings as scheduled and performs routine tasks as directed.

Special Qualifications:

____ Sufficient skill in and appreciation of all activities conducted at our Day Camp to help develop a well-balanced recreation programs, skill in at least three of the following types of activities: athletics, drama, storytelling, organized games, social recreation, informal discussion, nature study, folk dancing, music, and handicraft; knowledge of basic first aid. A Counselor should be social and capable of working effectively with children, young people, and adults.

Experience: _____

____ Preferably experience related to working in conjunction with children's activities.

Education:

____ Preferably, at least an upperclassman in high school with experience in such activities as athletics, music, arts and crafts, nature, dancing, dramatics, and club organization.

Rate of Starting Pay: \$11.10 per hour Counselor; Counselor in Training \$6.32 per hour

Hours: 8:30 am – 2:30 pm.

Note: Minimum required work week is thirty (30) hours, five days a week. Personnel are not paid for time spent in training, but will be paid extra hours required for programs and other activities that exceed the normal work week. There will be no unexcused absences.