

Montville Recreation 2023 Summer Camp Application New Hire

Applications MUST be submitted ASAP and no later than Friday, April 28th
INTERVIEWS WILL BE SET UP WITH THOSE WHOSE QUALIFICATIONS
BEST MATCH THE EXPERIENCE WE ARE SEEKING.

**Return completed application to: ldent@montvillenj.org or
Montville Recreation Department
195 Changebridge Road, Montville, NJ 07045**

Direct any questions to the Recreation Department: (973) 331-3305

WHAT positions are available?

ART DIRECTOR—

- The individual is responsible to administer a fun a meaningful arts and craft program for all camper groups to attend on a daily basis. Ability to communicate and work with groups of various ages and skills levels and provide necessary instruction to campers and/or staff. Ability to keep art room clean and organized after each art session and at the end of the day. Initial Art supply order is completed by the Site Director based on Theme weeks. The Art Coordinator is responsible to submit requests for any additional items needed thereafter on a timely basis.
- Respond positively to the direction of the Program Director when he/she makes schedule changes.
- Ability to participate fully in the total camp program when needed.
- Physical ability to respond appropriately and quickly to situations requiring first aid.
- Assist in packing all materials, supplies and creating an inventor list at end of season.

Qualifications:

- Adult or College student majoring in Art preferred
- Previous experience working with children
- Prior classroom teaching/camp experience a plus

Salary is based upon qualifications and experience

EXPERIENCED (HEAD) CAMP COUNSELOR:

- Individual will implement the calendar of events, help supervise the camp participants and camp counselors as instructed by the Assistant and/or Camp Director. It is imperative that the Head Counselor interacts with and mentors their fellow counselors, initiates camp activities, help supervise children, as well as being a team leader on the camp staff.
- The Head Counselor will report either directly to the Assistant or Camp Director.
- Qualifications: In-coming H.S. Junior, Senior, College student or teacher with camp experience.

LIMITED POSITIONS

Salary range: \$13.00 to \$19.00 per hour (dependent upon experience)

PLAYGROUND COUNSELOR, NEW & EXPERIENCED:

- Individual will implement the calendar of events and supervise the participants, as instructed by the Experienced or Head Camp Counselors. It is imperative that ALL counselors interact with the children they are supervising as well as being a team player on the camp staff.
- Counselor will report either directly to a returning, experienced or Head Counselor.
- Qualifications: In-coming High School Sophomore or Older who has experience in babysitting, or supervising children in organized activities and/or enjoys playing with children.
Salary range: \$ 9.00 -\$12.00 per hour

Employment Requirements

- All employees **are required** to be available to work **the entire 5 weeks of camp**, including trip dates, which on occasion may run past the normal camp ending time. Staff hours may fluctuate depending upon camp enrollment and required supervision for “before and after” program childcare. **Staff will not be paid when they are absent from work due to illness, vacation, personal reasons, etc.**
- All employees **are required** to attend the **mandatory** staff training/orientation meeting held in June, TBA.

NOTE: It is **YOUR** responsibility as a candidate to indicate dates **YOU CANNOT WORK** during camp **ON THIS APPLICATION**. For dates unknown at the time of application a request **MUST BE SUBMITTED IN WRITING** to both your Director and the Recreation Director for approval. Proof of commitment may be requested to be considered an approved absence.

FIRST AID/CPR/AED TRAINING – IS MANDATORY for Camp Directors/Assistants. Counselors will receive training in first aid and safety protocols at the June staff training meeting.

CAMP DAYS/DATES: **Monday through Friday for 5 (five) weeks.**
Week 1—Wednesday through Friday, July 5—7, 2023
Week 2 2-5—Monday through Friday, July 10—August 4, 2023

CAMP HOURS: **8:30am to 9:00am (Before Care Supervision)**
9:00am to 2:00pm (Daily program hours)
2:00pm to 2:30pm (After Care Supervision)

Campers may be dropped off starting at 8:30am
All campers must be picked up by 2:30pm

CAMP SITES for SCHOOL GRADES – as of September 2023

WOODMONT SCHOOL: *Primary Grades* - students **ENTERING** 1st through 3rd Grades.

HILLDALE SCHOOL: *Upper Elementary* - students **ENTERING** 3rd—5th Grades.

YOUTH CENTER: *Middle School* - students **ENTERING** 6th through 8th Grades.

HIRING PROCESS

Applicants will be interviewed at the *discretion* of the Recreation Department Staff.
This process will take place starting in March until all new openings are filled.
All applicants will be notified by email no later than June 2, if not sooner.

DIRECT any questions to the Recreation Department: (973) 331-3305
OR email Lori Dent, Recreation Director: ldent@montvillenj.org

Montville Township Parks and Recreation Department—2023 NH Job Application

PLEASE * PRINT * CLEARLY! – ILLEGIBLE applications WILL NOT be considered!

NAME: _____
(Last) (First) (Middle)

HOME ADDRESS: _____
(Street) (Town) (Zip)

MAILING ADDRESS: _____
(if different than home address) (Street) (Town) (Zip)

EMAIL ADDRESS (mandatory): _____

HOME PHONE #: _____ **CELL PHONE#:** _____

IF YOU ARE UNDER 21yrs of age
Please state your age and birth date: **AGE:** _____ **BIRTH DATE:** _____
month day year

LIST ANY ALLERGIES/MEDICAL CONDITIONS: _____

EMERGENCY CONTACT – who do we call in case **YOU** need medical attention?

ADULT'S NAME: _____ **RELATION to YOU:** _____

HOME PHONE #: _____ **CELL PHONE #:** _____

PLEASE LIST ANY KNOWN DATES THAT YOU CANNOT WORK: (due to vacation, college orientation, etc.)

If you have previously worked OR volunteered for the Recreation Department, please list the following information:

<u>LOCATION</u>	<u>AGE GROUP</u>	<u>PROGRAM & POSITION HELD</u>	<u>DATES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list any special skills or experience you may have that will be an asset to our camp program (camp experience, child-care experience, arts/crafts experience, sports experience, leadership roles, etc.)

FOR OFFICE USE (1-13-22): **DATE RECEIVED** _____ **RECEIVED BY** _____

IF YOU ARE A HIGH SCHOOL STUDENT

Please indicate what school year you will be entering as of **September 2023**: _____
(for example: 10th, 11th, 12th grade)

IF YOU ARE A HIGH SCHOOL GRADUATE

Please indicate your **GRADUATION YEAR** _____

IF YOU ARE A COLLEGE STUDENT

Please indicate what school year you will be entering as of **September 2023**: _____
(for example: freshman, sophomore, junior, etc.)

Please indicate what college you are attending: _____

Please indicate your major (if declared) _____

IF YOU HAVE GRADUATED COLLEGE

Please indicate the year _____ and major _____

IF YOU ARE CURRENTLY A FULL TIME EMPLOYEE

IF YOU are currently employed FULL TIME, please list the name of the company/business and the address:

Employer _____

Address _____

PLEASE list any special interests and/or hobbies you have (what do you do in your spare time?)

What are your career interests?

Complete the information below ONLY IF YOU ARE NOT EMPLOYED FULL TIME

List your most recent job experience - indicate whether it was paid or volunteer.

EMPLOYER'S NAME TYPE of WORK DATES EMPLOYED PAID or VOLUNTEER

PLEASE LIST REFERENCES:

List below the names of adults (not related to you) whom we can call for a reference.

NEW APPLICANTS ARE REQUIRED TO submit a letter of recommendation WITH the application

<u>ADULT'S NAME</u>	<u>PHONE #</u>	<u>How do you know this person?</u>	<u>How many years?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REQUIRED QUESTIONNAIRE:

ALL NEW APPLICANTS MUST complete the required essay and questionnaire attached and submit a wallet size picture of yourself with your application.

There are a LIMITED number of available summer camp employee positions. Due to the competitiveness of these positions, we need to know how our camp program will benefit by employing you.

In your own words, please attach an essay with your name and signature on it with **100 words or less** describing why you believe you would be an effective summer camp employee. The essay **MUST** be included with your completed application and received by the Recreation Department **ASAP but no later than Friday, April 28, 2023.**

*****For Office Use only - do not write below this line*****

Applicant interviewed on: _____

By: _____

QUESTIONNAIRE

Name: _____ Applicant Signature _____

What, in your opinion, are your top three skills, you possess that will prove to be an asset to the position you are applying for and why?

Write a brief summary of past camp experience and/or training which will help make you an effective staff member.

What is your favorite sport or hobby?

Why do you want to work in our camp program?

What character qualities do you possess that would be useful as an employee in our camp program?

What skills do you think you excel at and why?

How would you expect a camper to benefit from an experience?
