



Marlboro Township

Department of Recreation

1996 Recreation Way, Marlboro, New Jersey 07746
Phone: 732-617-0100 Fax: 732-536-2376 E-mail: Recreation@marlboro-nj.gov

SUMMER CAMP EMPLOYMENT APPLICATION PACKAGE

This employment package has been prepared to inform you of the commitment we require from our staff. Below is a list of dates that you **must** be available to work as well as the Staff Attendance Policy.

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 **JANUARY 29, 2016**. Applications received after **January 29, 2016** will be kept on file and may not be granted an interview.

Please contact the appropriate office with any questions.

EMPLOYMENT DATES - MANDATORY

New Counselor Orientation	Saturday June 18, 2016 (tentative date)
Staff Orientation	Friday June 24, 2016
Lifeguard Orientation	TBD May, 2016
Rec Camp	Monday June 27, 2016 - August 5, 2016 (No Camp on Monday July 4th)
Swim Club Camp	Monday June 27, 2016 – August 12, 2016 (No Camp on Monday July 4th)

ATTENDANCE POLICY

Since staff absences can adversely affect site operations as well as coworkers and campers, an excellent attendance record is expected of all employees. Should an absence occur without prior written approval from the Assistant Superintendent of Recreation or Swim Club Camp Director, a letter of explanation must be presented immediately upon return to work. An absence of this type will be reviewed by senior camp administrators 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.

PRINT NAME CLEARLY

RETURN BY JANUARY 29, 2016 (Deadline for consideration - Application does not guarantee employment)

**Marlboro Township Recreation & Swim Utility
SUMMER PROGRAM EMPLOYMENT APPLICATION**

Must be 15 yrs old prior to June 27, 2016 or completing 9th grade

All Information must be filled in- Interview letters will be sent via email.- WRITE CLEARLY

Name _____ Date _____

Address _____ Town/Zip _____

Home Phone _____ E-mail address _____

Cell Phone _____ Social Security Number # _____

Position Applied For:

Marlboro Recreation Camp

- | | | | | | | |
|---|--|--|--|--|---|---|
| <input type="checkbox"/> Counselor
15 yrs old or
completed 9 th gr | <input type="checkbox"/> Activities Coord.
completed 1 yr College | <input type="checkbox"/> Arts/Crafts
18 yrs old w/Art
background | <input type="checkbox"/> EMT
16 yrs old/
EMT Certified | <input type="checkbox"/> Special Needs*
15 yrs old or
completed 9 th gr | <input type="checkbox"/> Lifeguard
cert req. | <input type="checkbox"/> Travel Counselor
Graduated HS or college
student |
|---|--|--|--|--|---|---|

Marlboro Swim Club Camp

- | | | | | | |
|---|---|---|--|---|--|
| <input type="checkbox"/> Counselor
15 yrs old or
completed 9 th gr | <input type="checkbox"/> Sports Camp Cnslr
15 yrs old or
completed 9 th gr | <input type="checkbox"/> Activities Camp Cnslr
15 yrs old or
completed 9 th gr | <input type="checkbox"/> Special Needs*
15 yrs old or
completed 9 th gr | <input type="checkbox"/> Lifeguard
cert req. | <input type="checkbox"/> Gate Attendant
Must be 21 or older |
| <input type="checkbox"/> Equipment/Maintenance | | <input type="checkbox"/> Other | | | |

*If you have an interest in working with special needs campers, and are committed to this responsibility, please apply.

Education

HIGH SCHOOL

COLLEGE

School Attending _____

Yrs. Completed
As of June 2016 _____

In Case of an Emergency: Name _____ Relationship _____

Address: _____ Phone: _____

PRINT NAME CLEARLY

Extra-curricular activities and interests (CLUBS/ORGANIZATIONS)

NO APPLICATION WILL BE ACCEPTED OR CONSIDERED FOR EMPLOYMENT UNLESS COMPLETED,
INCLUDING COPY OF BIRTH CERTIFICATE AND REFERENCE LETTERS

Has any member of your family ever worked for Marlboro Township? ____ If yes, state who and in what capacity _____

COUNSELOR POSITIONS MUST PROVIDE:

*Two letters of recommendation (Letters cannot be the same as references below, relatives, or Township of Marlboro employees)

*Copy of Birth Certificate

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

List 3 references: (**Not from references above, may not be relatives or Township of Marlboro employees**)

Name

Address

Phone# (include Area Code)

1. _____
2. _____
3. _____

PRINT NAME CLEARLY

Check boxes to agree to the Marlboro Department of Recreation Summer Camp Attendance Policy

**I understand that I must be available to work the entire summer camp season starting Friday, June 24, 2016 through Friday, August 5, 2016 (Rec Camp)
Friday, June 24, 2016 through Friday, August 12, 2016 (Swim Club Camp)**

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 Assistant Superintendent of Recreation or Swim Club Camp Director, a letter of explanation must be presented immediately upon return to work. An absence of this type will be reviewed by senior camp administrators 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.

Print Name: _____

Signature: _____ **Date:** _____

**RETURN TO: MARLBORO RECREATION, SUMMER JOBS
1996 RECREATION WAY
MARLBORO, NEW JERSEY 07746**

RETURN BY JANUARY 29, 2016 (Deadline for consideration)

JOB DESCRIPTION – COUNSELOR

Function:

Under supervision, is responsible for a group of campers and one or more activities of the camp program and does related work as required.

Supervision:

Responsible to Group Leader, Site Director, Assistant Superintendent of Recreation, Camp Director, and/or Recreation Director.

Duties:

TO BE WITH YOUR GROUP/CAMPERS AT ALL TIMES!

- Organizes, promotes, leads, teaches and conducts one or more activity classes of camp program such as sports, arts & crafts, games, music, and special features and events.
- Conducts surveys of campers as to interests, problems, and pertinent matters.
- Acts as advisor, counselor, teacher, and manager of a group of participants.
- Cooperates in and assists in conduct of camp-wide special days and events.
- Follows set rules and regulations for safety and welfare of participants.
- Assists in the daily maintenance and sanitary operation of the facility.
- Inspects facility, equipment, and area for health and safety; corrects or reports improper and hazardous situations.
- Reports to Supervisor on activities, participant's plans, programs, problems and needs; recommends action, and carries out policies of the Recreation Department.
- Checks schedules of the assigned group and assists in arranging their activities and in solving their problems.
- Maintains appropriate records and inventories and makes reports.
- Responsible for the supervision of the children enrolled while ensuring health and safety.

Qualifications:

- Skills in the leadership of one or more types of camp skills.
- Ability to work with campers, staff, parents, and the ability to speak before a group and to communicate clearly and concisely.
- Ability to inspire confidence and enthusiasm in participants.

Special Requirements:

Must be 15 years of age, or completing grade 9, prior to the start of the camp season.