



Summer Employment Application Packet

Dear Summer Camp Applicant,

It's great that you have shown an interest in working for the Parks & Recreation Department! Being a camp counselor is an important job with tremendous responsibility yet can provide many personal rewards. To help you understand the commitment that is required and what is expected of an East Greenwich Parks & Recreation camp counselor, please read the entire packet and give some thought to see if you are up to the challenge.

If you are looking to work a laid back job where you just simply show up and are told what to do or cannot be without your phone for 6 hours, then this is not the position for you. Camp Counselors are unique individuals with various skills, initiative, and creativity.

Camp Counselor Characteristics

- Initiate his/her job search
- Punctual
- Responsible
- Respectful
- Caring
- Decisive
- Team player
- Leader
- Quick Learner
- Creative
- Listener
- Planner
- Organized
- Active
- Intuitive
- High Energy
- Can work in the heat and humidity
- Education Major in College or interested in future studies in the field
- Recreation Major in College or interested in future studies in the field

Camp Counselor Responsibilities

- Caring for youth
- Following Department policies & procedures
- Taking Attendance
- Signing children out to ensure they go home with the authorized adult
- Planning weekly activity schedules
- Researching games and activities
- Making supply lists
- Organizing games and activities
- Disciplining
- Supervising on field trips
- Supervising lunch time
- Cleaning up (sweeping, washing tables, etc.)
- Ensuring the safety of youth at all times
- Communicating with peer counselors, camp supervisor, parents, and others
- Providing First Aid
- Building campers up
- Participating in theme days
- Playing active games with campers

East Greenwich Parks & Recreation
1127 Frenchtown Road
East Greenwich, RI 02818
401-886-8626

Camp Counselor Job Expectations

- Must be available to work Monday through Friday for the entire length of the program-*Tentatively set for June 26 – August 4, 2017**. There are no vacations or days off.
This is a 6 week program and attendance is mandatory all six weeks.
- Must attend the **mandatory staff training**- *Tentatively set for June 20-June 22, 2017**
- Must be First Aid and CPR certified (Certification is part of training.)
- Must be prompt
- Must show evidence of pre-planning and creativity
- Must have paperwork submitted in order and on time
- Must execute your plans successfully
- Must be attentive to the youth at all times
- Must follow all Department policies and procedures
- Must put children in your care first and foremost
- Must assist Camp Supervisor
- Must be respectful

This is not meant to scare or intimidate you. Caring for someone else's child is a HUGE responsibility. East Greenwich Parks & Recreation wants to have top notch staff working with our youth so we can offer top notch opportunities for our youth. **If you think you have what it takes then continue on and fill out a job application and interest form.**

Hiring Process

1. Do a self-evaluation-Do you meet the characteristics of a Camp Counselor, are you ready to take on the responsibilities, and can you fulfill the job expectations?
2. Submit a Job Application and Camp Counselor Interest Form to the Parks & Recreation Office. You need to stop in & pick up/print out your job application, and fill it out yourself. (Office hours Monday- Friday 8:30-4:30pm)
3. Applications will be reviewed by staff.
4. Prior year, approved staff will be invited to return. Camp sign-ups will take place. Once the Department knows which camps will be running, the enrollment number of each camp, and the budget funds are approved, then staffing levels will be known. Vacancies will be filled from qualified applicants.
5. Interviews of qualified applicants will take place sometime in late April-early May.
6. Successful candidates will be selected on a rolling basis as enrollment increases and/or vacancies occur.

*Subject to change-based on the last day of EG Schools.

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Camp Counselor Interest Form

Full Name: _____

Cell Phone: _____ Email Address: _____

Check off your Availability

- Mornings- 8:30am -11:30am June 20, 21, & 22
- Afternoons- 11:00am - 3:15pm June 26 – August 4 (no work on 7/4)
- Refereeing Basketball 5-10pm
- Mon Tues Wed Thur Fri
-

DATES I AM UNAVAILABLE _____

Please check with your family to see if there are any trips or special occasions you will be attending and check with your team coach for camps that you will be attending/working. If none then WRITE in "NONE".

Please check which areas you are experienced in, interested in & feel confident that you could instruct/work with a child. On the line note past experience. Write in other areas of skill and ability which are not listed.

Sports

- Basketball _____ Gymnastics _____
- Tennis _____ Group Games _____
- Yoga _____ Other _____

Arts & Leisure & Science

- Arts & Crafts _____ Magic _____
- Fine Arts _____ Chess _____
- Cooking/Baking _____ Science _____
- Animation _____ Engineering/Robotics _____
- Acting _____ Playground Leader _____
- Musical Theatre _____ Other _____

Age Group(s) I Am Comfortable Leading

- Preschoolers (3-5 years) Grades 4-6 (10-12 years)
- Grades 1-3 (6-9 years) Teenagers (13-15 years)

List Community Service Experiences

1. Volunteer Job Title

Organization

Dates

Volunteer Job Description/Tasks

2. Volunteer Job Title

Organization

Dates

Volunteer Job Description/Tasks

High School Senior Project Experience (if applicable)

Please explain what your project entailed, why you chose that project and what you gained from the experience.