

Borough of North Caldwell – Recreation Department
141 Gould Avenue, North Caldwell, NJ 07006
973-228-6410 ext. 114

Summer Fun Employment Application 2021

All applications **MUST** be picked up and completed by the Applicant.
Applications are due by February 16, 2021.

NAME: _____ DATE: _____

HOME ADDRESS: _____

TOWN: _____ GRADE (as of Sept. 2021): _____

HOME PHONE #: _____ CELL PHONE #: _____

EMAIL ADDRESS: _____

**CAMP WILL OPERATE FROM MONDAY, JUNE 28TH THROUGH
FRIDAY, JULY 30TH FROM 8:15AM-1:15PM**

WHICH POSITION ARE YOU APPLYING FOR:

- Instructor (must be a NJ certified teacher)
- Counselor (must be entering 10th grade or higher)
- Counselor in Training (must be entering 8th grade or 9th grade)

PREFERRED AGE GROUP (check all that apply):

- Upper Camp (3rd-7th grade)
- Lower Camp (Kindergarten-2nd grade)
- Kiddie Camp (ages 3-5)

Are you able to perform the essential job duties outlined on page 3 with or without a reasonable accommodation? **YES / NO** If no, please explain

Have you ever attended Summer Fun? **YES / NO** If yes, what years? _____

Do you have any certifications (First Aid, Babysitting, CPR)? If yes, please detail: (Must provide copies of all certifications.) _____

Why are you applying for this job? _____



Is there any additional information about you we should consider?: _____

REFERENCES (NO FAMILY MEMBERS)

NAME: _____ YEARS KNOWN: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

NAME: _____ YEARS KNOWN: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

The Borough is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran and disability or any other federal, state or local protected class.

PLEASE NOTE: COMPLETION OF THE FOLLOWING IS REQUIRED AS A CONDITION OF EMPLOYMENT:

- Working papers (if under the age of 18)
- W4
- I9

Understandings and Agreements: As an Applicant for a position with the Borough of North Caldwell, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. I understand that these positions may be subject to background and criminal checks. I also understand that, if employed, I will be employed "at will" and that, within Federal and State law, the Borough of North Caldwell may terminate me at any time and for any reason, with or without notice, in accordance with its established policies and procedures and applicable law.

Signature of Applicant: _____ Date: _____

Summer Fun Job Descriptions

- **INSTRUCTOR:** The North Caldwell Summer Fun Instructor will oversee a certain specialty (i.e. Arts and Crafts, Sports, Potluck, Science).
 - Each instructor will coordinate their own lesson plans in correlation with the yearly camp calendar.
 - Each instructor will monitor all camp counselors and counselors in training.
 - Each instructor will work in conjunction with the lead instructor and ultimately report to the Recreation Program Director.
 - Each instructor must ensure all staff members and campers are in a safe and friendly environment.
 - Any and all other tasks that arise during the course of employment as may be necessary for the success of the camp and safety of all participants as assigned by the Lead instructor, Recreation Program Director or Borough Administrator.

- **COUNSELOR:** The North Caldwell Summer Fun Counselor position will be responsible for the following functions but not limited to:
 - Lead campers through their assigned schedules, hands-on activities, events on-site and field trips off-site.
 - Ensure that all campers are in a safe and friendly environment at all times. For example, discouraging bullying and keeping campers properly hydrated at all times.
 - Follow all policies and procedures set forth by the Borough of North Caldwell at the camp and at the pool.
 - Interact positively with parents/guardians during drop-off and pick-up each day.
 - Serve as a mentor to CITs (Counselors in Training).
 - Any and all other tasks that arise during the course of employment as may be necessary for the success of the camp and safety of all participants as assigned by the Lead instructor, Recreation Program Director or Borough Administrator.

- **COUNSELOR IN TRAINING (CIT):** The North Caldwell Summer Fun Counselor in Training position will be responsible for the following functions but not limited to:
 - Assist counselors in making sure the campers are in a safe and friendly environment at all times.
 - Follow all policies and procedures set forth by the Borough of North Caldwell at the camp and at the pool.
 - Assist counselors with leading campers through their daily activities.
 - Help counselors develop new and fun games for campers.
 - Any and all other tasks that arise during the course of employment as may be necessary for the success of the camp and safety of all participants as assigned by the Lead instructor, Recreation Program Director or Borough Administrator.