

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: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

### WHICH POSITION ARE YOU APPLYING FOR:

Lead Instructor (must be a NJ certified teacher)

### PREFERRED AGE GROUP (check all that apply):

Upper Camp (3<sup>rd</sup>-7<sup>th</sup> grade)

Lower Camp (Kindergarten-2<sup>nd</sup> grade)

Kiddie Camp (ages 3-5)

Are you able to perform the essential job duties outlined on page 3? **Y / N**

If no, please explain: \_\_\_\_\_

What is your teaching experience? \_\_\_\_\_

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:**

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**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

- **LOWER CAMP LEAD INSTRUCTOR:** The North Caldwell Summer Fun Lower Camp Lead Instructor will be responsible for the following functions but not limited to:
  - Time-keeping and payroll records for all instructors and counselors
  - Strong communication skills with counselors, CITs, instructors, parents and campers
  - Scheduling for all instructors, counselors and CITs
  - Work closely with Recreation Program Director
  - Organizing all paperwork received from parents
  - Supervise drop off and pick up every day with counselors and CITs
  - Ensure that all facilities are clear of litter before the day is over
  - Track and sign-off on all incident reports throughout the camp season
  - 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 Recreation Program Director or Borough Administrator
  
- **UPPER CAMP LEAD INSTRUCTOR:** The North Caldwell Summer Fun Upper Camp Head Instructor will be responsible for the following functions but not limited to:
  - Supervising Kiddie Camp three days per week
  - Order requests for any supplies needed for Kiddie Camp
  - Time-keeping and payroll records for all instructors and counselors
  - Strong communication skills with counselors, CITs, instructors, parents and campers
  - Scheduling for all counselors and CITs
  - Work closely with Recreation Program Director
  - Organize all paperwork received from parents
  - Ensure that all facilities are clear of litter before the day is over
  - Track and sign-off on all incident reports throughout the camp season
  - Supervise drop-off and pick-up each day with counselors and CITs
  - 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 Recreation Program Director or Borough Administrator