



# Day Camp Staff Application Packet Summer 2023

Thank you for your interest in employment with the New Castle Recreation & Parks Day Camp program. The department is interested in persons who sincerely enjoy working with children. These positions require hardworking, dynamic individuals who have good leadership skills. After applications are submitted and reviewed, interviews for qualified applicants will be scheduled. Interviews are scheduled to begin the week of March 10th, 2023.

- Please review the information and then complete the attached application. Return application to:  
**New Castle Recreation & Parks Department**  
**Attn: Camp Employment**  
**200 South Greeley Avenue**  
**Chappaqua, NY 10514**

Note: These forms are also available online at [www.mynewcastle.org/camps](http://www.mynewcastle.org/camps) . Just visit [www.mynewcastle.org/camps](http://www.mynewcastle.org/camps) , then click on the “Staff Information” page.

- Two (2) letters of reference are required to be submitted on or before the day of your interview. The letters of reference should be from a past employer, teacher, guidance counselor, class/school advisor or coach. All letters should have the telephone number and address of the person completing the form for verification. Please note that we may check additional references at any point prior to, and after, an appointment has been made.

**\*2023 Camp Dates: Monday, June 26<sup>th</sup> - Friday, August 4<sup>th</sup>\***

**Staff Orientations:** schedule is yet to be determined, and will be posted online once confirmed. There will be two (2) **mandatory** staff orientations, including Saturday, June 24<sup>th</sup> for the on-site orientation.

**Camp Programs:**

Tots Camp:	ages 3 – 5	half day & full day positions
Camp Adventure:	grades 1 - 4	full day positions
On The Go	grades 5 - 8	full day positions

- Candidates **must** be available for the entire six (6) week camp program to be considered for a staff position.
- Attendance at orientations is **mandatory** for all staff.
- Minimum age for paid positions is 16 years old as of June 26, 2023.

For additional information please call the Recreation & Parks Department at 238-3909 or e-mail Brittany Neider, Recreation Supervisor at [bneider@mynewcastle.org](mailto:bneider@mynewcastle.org). Thank you for your interest in working for the Town of New Castle Recreation & Parks Department Day Camp program.

# 2023 Summer Camp Employment – Job Descriptions

## **Tots Camp Positions:**

Tots Camp is a classroom-based program for children ages 3 – 5 years old. Staff hours are 8:45am - 12:30pm for the half day program, and 8:45am – 3:00pm for the full day program.

- **Head Teacher:** Staff will lead classroom activities to include but not limited to arts & crafts, songs, organized play, creative movement & outdoor play. Experience required, teachers preferred.
- **Asst. Teacher:** Staff will assist head teacher in leading classroom activities to include but not limited to arts & crafts, songs, organized play, creative movement & outdoor play. Experience required.
- **Counselor:** Staff will assist in all activities. Minimum age requirement is 16 years old.

## **Camp Adventure Positions:**

Camp Adventure is for campers entering grades 1<sup>st</sup> – 4<sup>th</sup>. Staff hours are from 8:00 – 3:15 p.m. Hours include morning meetings and camp dismissal/cleanup.

- **Head Counselor:** Responsible for the overall operation of a designated camp group. Group may consist of up to 20 children. Responsibilities include overseeing other staff, group attendance, lunch orders, special events, swimming and supervision on out of camp trips. Candidates should have good leadership skills, good communication skills and knowledge of a variety of sports and games. Safety is stressed in all aspects of the camp program. Prior camp experience is helpful. Must be at least 18 years of age and have completed one year of college.
- **Counselor:** This staff member assists the head counselor in all facets of the job. Candidates must be 16 years old.
- **Specialists:** Specialists are needed for Dance, Music, Drama and Sports. All specialists must be at least 18 years old. All certifications related to the area of specialty must be brought to the interview to be considered for positions, unless otherwise arranged with department staff conducting the interview.

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## **On-the-Go Positions:**

On-the-Go is a camp program designed for campers entering grades 5<sup>th</sup> – 8<sup>th</sup>. Non-travel day staff hours are 8:30 - 3:15 p.m. Travel day staff hours will vary dependent on trip destination. This program combines sports, travel and specialty programs. All candidates must be at least 18 years old and have completed one year of college to be considered.

- **Head Counselor:** Responsible for the overall operation of a designated camp group. Group may consist of up to 20 children. Responsibilities include overseeing other staff, group attendance, lunch orders, special events, swimming and supervision on out of camp trips. Candidates should have good leadership skills, good communication skills and knowledge of a variety of sports and games. Safety is stressed in all aspects of the camp program. Prior camp experience is helpful. Must be at least 18 years of age and completed one year of college.
- **Counselor:** This staff member assists the head counselor in all facets of the job. Candidate must be 18 years old.

***Thank you for your interest in working for the New Castle Recreation & Parks Department Summer Day Camp program.***



New Castle Recreation & Parks Department  
200 S. Greeley Ave.



## Application for Summer Day Camp Employment

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade complete in '23\* \_\_\_\_\_  
*\*If applicable*

**Position Desired:** *minimum age for paid staff positions is 16 years of age.*

**Tots Camp** half day  full day

- counselor - head
- counselor - assistant
- specialist \_\_\_\_\_

**Camp Adventure Grade 1 - 4**

- counselor – head
- counselor – assistant
- specialist \_\_\_\_\_

**On the Go Camp Grades 5 - 8**

- counselor – head
- counselor – assistant

**Education:**

	Name of School	Year graduated	Dates attended
Middle School			
High School			
College			
Other			

**References:** a minimum of two (2) references needs to be listed (family members may NOT be used)

	Name	Phone #
School		
School		
Personal		
Coach or other		
Previous Employer		

**Experience:** organizations or people you have worked for either paid or volunteer

Organization	Dates	Employer Name	Phone Number

**List Current Certifications:** (please attach a copy of your certificate)

- First Aid:** expires: \_\_\_\_\_ Issuing Agency:  Red Cross  American Heart  Other: \_\_\_\_\_
- CPR:** expires: \_\_\_\_\_ Issuing Agency:  Red Cross  American Heart  Other: \_\_\_\_\_

CPR Course name: \_\_\_\_\_

- Other certifications,** i.e. Lifeguarding, WSI, EMT, etc.

List here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please answer the following questions:

1. Are there any dates that you are not available to work during the camp season? \_\_\_\_\_

2. List any training you have had related to leadership?

a. \_\_\_\_\_ b. \_\_\_\_\_

3. List any previous camp experience:

a. \_\_\_\_\_ b. \_\_\_\_\_

4. List any school activities or positions held in school.

a. \_\_\_\_\_ b. \_\_\_\_\_

5. If you were to become a camp counselor, what activity would you like to run or teach?

a. \_\_\_\_\_ b. \_\_\_\_\_

6. Briefly describe why you would be an asset to the New Castle Recreation Day Camp Staff?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any past criminal convictions and or current charges against you concerning a crime involving children? [ ] yes [ ] no

I understand that if I have made any statement, which proves to be false, misleading or incorrect, it may result in the rejection of my application or discharge from Town of New Castle service. I also understand at the time of hire, proof of identification and authorization to work will be required in accordance with the Immigration Reform and Control Act.

Applicants' signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian if under 18: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application to:**  
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Attn: Camp Employment  
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Chappaqua, NY 10514  
**New Castle Recreation & Parks Department**

**APPLICANT REFERENCE FORM**

Applicant's name: \_\_\_\_\_

I have given your name as reference to New Castle Recreation. I agree to release you, your firm or corporation from any liability from information you may provide.

Reference's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

This person has applied for a position at the New Castle Recreation Department. Because the applicant will be working closely with Children, it is important that we have a clear picture of the applicant's abilities, personality and background. Please circle the number on the scale, which best represents the qualities that you have observed in the applicant. All information given is confidential.

Abilities	Unobserved	Superior	Average	Poor		
Responsibility	0	1	2	3	4	5
Self confidence	0	1	2	3	4	5
General appearance	0	1	2	3	4	5
Customer Service	0	1	2	3	4	5
Ability to accept criticism	0	1	2	3	4	5
Maturity	0	1	2	3	4	5
Dependability	0	1	2	3	4	5
Punctuality	0	1	2	3	4	5
Leadership ability	0	1	2	3	4	5
Enthusiasm	0	1	2	3	4	5
Initiative & follow-up	0	1	2	3	4	5
Honesty & integrity	0	1	2	3	4	5
Cooperation with others	0	1	2	3	4	5

How long have you known the applicant and in what relationship?

\_\_\_\_\_

Would you like this person to be your child's counselor? Why or why not?

\_\_\_\_\_

Other comments: Strengths or weaknesses?

\_\_\_\_\_

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