



Scarsdale Day Camps
1001 Post Road
Scarsdale, New York 10583
914-722-1160
Fax: 914-722-1166
www.scarsdale.com/recreation

2017 Camp Job Application Information

We are always looking for excellent candidates for our Summer Camp program. We take the role of our staff very seriously and are looking for those who will do the same. The safety and enjoyment of our campers is of utmost importance to us.

If you are enthusiastic, dependable and enjoy working with children, then you may be the candidate we are looking for. We are interested in quality staff members who approach their work in a professional manner.

Please complete the staff application attached if you are this kind of individual.

CAMP EMPLOYMENT DATES: Tuesday, June 27th to Friday, August 4th (includes staff orientation, in season and post season wrap up dates) – 8:15am – 4:00pm (approximate day camp hours). **NO CAMP JULY 4th.** Sports Camp ends at 12:00noon.

Requirements of Applicants:

- Must be 16 years old or older as of June 27th. Salaries begin at \$1,794.38 for full day camp season. Prorated for Sports Camp.
- ****15 years of age can be hired as Counselors-In-Training.** Receive a \$300 stipend for Day Camp. Prorated for Sports Camp
- **** 14 years of age can be hired as Volunteer-Counselor-In-Training.** No Salary

****Please note:** CIT's and VCIT's are also required to work as a bus counselor. They receive a \$100 stipend.

APPLICATION PROCEDURE:

1. To be hired, you must fully commit to the entire camp season dates listed above (No exceptions). No part time/partial season positions are available. Days off, vacations, school/college commitments will not be permitted. Please make arrangements for such events for prior to the start of the camp season or after the camp season.
2. Fully complete all sections of this job application and attach **two letters of reference**. All sections must be legible. Incomplete sections, illegible applications or missing reference letters will not be considered. Letters of reference can be from a past employer, Guidance Counselor/Dean or College Professor. All letters must include a telephone number, address and/or email address at which the person can be reached to verify reference letter. ***Handwritten letters or post cards are not acceptable forms of references.***

High School Students: Are required to submit one letter from their Dean/Guidance Counselor and one letter from either a past employer, a Teacher or a Coach. A letter from a relative or someone you babysat will not be accepted.

Please note: If you are under 18, please make sure you have your working papers card. Speak with your school nurse regarding obtaining the card. 14 -15 year olds have one card and 16-17 year olds have another card.

3. After you have fully completed the job application and enclosed your two letters of references, submit the job application to:
Scarsdale Parks & Recreation Department, 1001 Post Road, Scarsdale, NY 10583
Attn: Day Camp Employment 2017.
4. Interviews will begin mid-April depending on available openings and will be ongoing until the start of the camp season. Job applications will be kept on file throughout the camp season.
PLEASE NOTE: Not all applicants will have an opportunity to interview immediately, please be patient.
5. Upon reviewing the job applications, **only a select number of applicants will be notified via email to schedule an interview.** *(Please include an email that you actively check on the job application).*
6. Questions and Inquiries – Should come directly from applicants applying for a position.

Continue on reverse side



General Camp Job Descriptions

Director - Supervise the operation of a camp. Organize all camp wide activities. Supervise staff, schedules and programs for your camp. Manage and maintain all camp equipment and inventory. Coordinate and conduct all pre-camp and camp meetings.

Art Specialist – Work closely with the Arts Supervisor to implement a well-planned program of arts and crafts projects. Teach campers daily to create projects. Manage and maintain camp equipment and inventory.

***Bus Counselor** – A required position for CIT's and VCIT's. Bus counselors are responsible for supervising and accompanying their assigned campers at the bus stop and on the bus each morning and afternoon.

Counselor - Supervision of campers at all activities throughout the day. Work closely with the Director and Division Heads in coordinating group activities throughout each day.

***Counselor in Training (CIT) & Volunteer Counselor in Training (VCIT)** - Assists staff members with daily activities and supervision of campers. Assist with and participate in camp wide activities. CIT's and VCIT's are also required to be a bus counselor.

Division Head- Supervise all counselors under jurisdiction. Initiate and implement a safe, effective and efficient program for that portion of the camp under your jurisdiction. Evaluate the progress of programs, campers and staff.

EMT - Manage medical concerns, emergencies, & injuries for their camp. Manage and maintain inventory of medical supplies, medications and medical records for all campers and staff. Supervise first aid provided by other camp staff.

Performing Arts Specialist - Work closely with the Performing Arts Supervisor to implement a well-planned program in drama/music activities. Teach campers daily in drama/music activities. Collaborate with Supervisors to organize a Camp Variety Show.

Administrative Office Assistant - Maintain a neat and organized office. Clerical work and answer phones in a timely and efficient manner. Works closely with Camp Director to manage and maintain all camp records including attendance, payroll, inventory, etc.

Supply Position - Assist with the distribution of camp equipment prior to the start of camp and at the end of the camp season. Assist with the supervision of the camp's supplies, equipment, staff requests, transportation and handling. Manage and maintain all camp equipment, supplies and inventory.



Scarsdale Day Camp Employment Application 2017

****Office Use Only****

Date Received: _____

Working Papers attached:
 YES NO

FULLY COMPLETE ALL SECTIONS. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
 (PLEASE NOTE: for online fill in version - Type in all information first, print form, then sign application)
 ~ Electronic applications and references will not be accepted ~

ENCLOSE THIS JOB APPLICATION WITH TWO (2) LETTERS OF REFERENCE

- APPLYING FOR:** Director Division Head Administrative Office Assistant
- Supply Position Counselor Performing Arts Specialist Art Specialist
- EMT CIT (Counselor in Training - 15 yr old) Volunteer CIT (Counselor in Training - 14 yr old)
- Sports Camp Counselor(half day program) Sports Camp/Day Camp Combo Counselor

YES, I am available to work and I commit to the full camp season employment dates listed. I understand days off are not permitted _____ (*Applicant Initial here*)

Name: _____

Address: _____
Street City State Zip Code

Cell Phone: _____

*Email: _____ @ _____ Home Phone: _____
 *(required)

Age: _____ Male: _____ Female: _____
(As of June 27th, 2017)

EDUCATION:

Education	Name of School	Current Year or Last Year Completed	Year Graduated	Degree Received or Current Major
High School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Post College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		

PREVIOUS EMPLOYMENT & EXPERIENCE:

List PAID Experience

<u>Employer/Organization</u>	<u>Type of Work/Duties</u>	<u>Dates To/From</u>	<u>Employer</u>	<u>Phone Number</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

List any volunteer experience or experience with children (ie. teaching, recreation, babysitting, etc.)

1. _____

2. _____

Continue on reverse side

REFERENCES:

Contact information from your two letters of reference.

Name

Address

Relationship

Phone Number

1. _____

2. _____

INFORMATION:

Do you hold a current certification? (i.e. CPR, First aid, Lifeguarding, etc.) Yes ___ No ___

If Yes, indicate type, expiration date _____

Have you had any past convictions or current charges concerning a crime involving children? Yes ___ No ___

If Yes, explain _____

Are you presently applying for another position with the Village? Yes ___ No ___

If Yes, specify: _____

Have you worked for the Village of Scarsdale in any other capacity in the past? Yes ___ No ___

If Yes, indicate what position. _____

IF UNDER 18, YOU MUST HAVE WORKING PAPERS TO BE EMPLOYED. Do you have working papers? Yes ___ No ___

If No, obtain through your high school nurse.

PLEASE CHECK ANY AREA(S) OF INTEREST/SKILL:

ARTS AND CRAFTS DANCE DRAMATICS MUSIC SPECIAL NEEDS CHILDREN OTHER

List skills in the above area(s) _____

What grade(s) are you interested in working with? _____

ALL THE ABOVE STATEMENTS ARE TRUE _____ Date: ___/___/___

Applicant Signature

~ FOR OFFICE USE ONLY ~

Comments: _____

Special request of applicant: _____

Evaluation: Two Letters Attached _____ New Hire _____ Re-hire _____

Not Hired: _____ Waiting List: _____ Position hired as: _____

Signature of Interviewer _____ **Interviewed on:** ___/___/___