

# 2024 SUMMER PROGRAM STAFF APPLICATION



**Newtown**  
COMMUNITY CENTER

**APPLICATION DUE MARCH 8**

**PLEASE PRINT – FILL OUT COMPLETELY**

**FULL NAME** \_\_\_\_\_

**SHIRT SIZE:** S M L XL XXL

**ADDRESS** \_\_\_\_\_  
Street City State Zip

**HOME PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**EMERGENCY CONTACT NAME/PHONE NUMBER** \_\_\_\_\_

**GRADE LEVEL COMPLETED:** (CIRCLE ONE) 10<sup>TH</sup> 11<sup>TH</sup> 12<sup>TH</sup> **OR** **HIGHEST COLLEGE:** 1<sup>ST</sup> YR 2<sup>ND</sup> YR 3<sup>RD</sup> YR+

**Age Required by first day of camp:**

**POSITION DESIRED** Head Day Camp Counselor (must be 18 years +)

\_\_\_\_\_ DAY CAMP COUNSELOR (must be 16 years old +) MORNING 8:45-4:30 pm)

\_\_\_\_\_ DAY CAMP COUNSELOR (must be 16 years old +) AFTERNOON (1-6 pm)

\_\_\_\_\_ RACE 4 CHASE CAMP COUNSELOR (must be 16 years old +) Morning Hours (9-12:30)

\_\_\_\_\_ COUNSELOR IN TRAINING

**Experience in clubs or other organizations:**

**Name of Organization:** 1. \_\_\_\_\_ **Number of Years:** \_\_\_\_\_

2. \_\_\_\_\_ **Number of Years:** \_\_\_\_\_

**Previous camp experience:**

**Name of camp:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Years worked:** \_\_\_\_\_

**Name of camp:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Years worked:** \_\_\_\_\_

**Have you worked for the Community Center in the past? Circle one: Yes No**

**If YES, in what capacity?** \_\_\_\_\_

**List any Leadership experience?** \_\_\_\_\_

**Leadership Courses taken:** \_\_\_\_\_

**Certifications:** \_\_\_\_\_

**List any experience in instructing or supervising play of children four (4) to fourteen (14) years old.**

**Do you have experience with Special Needs Children? If so please explain:** \_\_\_\_\_

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Name 5 camp rules: \_\_\_\_\_

\_\_\_\_\_

What are your strongest qualities? \_\_\_\_\_

\_\_\_\_\_

Camp Counselors are responsible for developing age-appropriate programming for their campers. Please indicate your preferred age group; then create a theme for the day and create a sample schedule for one day of camp. Include games, crafts, sports or other activities appropriate for the camper's age level. (Note: Camp begins at 9:00 am and ends at 4:00 pm.)

\_\_\_\_\_

\_\_\_\_\_

Why should we choose you as a Camp Counselor? \_\_\_\_\_

\_\_\_\_\_

What do you love about Camp? \_\_\_\_\_

\_\_\_\_\_

What are you going to have to do MORE of this summer? \_\_\_\_\_

\_\_\_\_\_

What are the three common stress responses? \_\_\_\_\_

\_\_\_\_\_

What kinds of behavior could you see in our campers? \_\_\_\_\_

\_\_\_\_\_

What do we do if a camper needs extra help? \_\_\_\_\_

\_\_\_\_\_

Are you able to work the full seven weeks of camp you are applying for?

If no, explain

\_\_\_\_\_

\_\_\_\_\_

If hired, are you available to work the week of Aug 19-23? Circle one: Yes No

\_\_\_\_\_

SIGNATURE OF APPLICANT

\_\_\_\_\_

DATE

IF HIRED, YOU MUST WORK THROUGHOUT THE NINE WEEKS OF SUMMER DAY CAMP

*unless approved by the Program Coordinator*

### CAMP DATES ARE AS FOLLOWS:

Summer Day Camp: June 17– August 23

(10 weeks of camp, NO CAMP July 4)

PLEASE RETURN COMPLETED APPLICATION TO:

NEWTOWN COMMUNITY CENTER | 8 SIMPSON STREET | NEWTOWN, CT 06470

(Community Center cannot be held responsible for loss of mail or postal delays when returning your application.)

Questions please contact Maria Neufeld at [Maria.Neufeld@newtown-ct.gov](mailto:Maria.Neufeld@newtown-ct.gov)

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### The terms of employment for Summer Camp Staff are as follows:

1. Summer Camp runs from June 17 to August 23, Monday through Friday, 9:00 am to 4:00 pm. You will be expected to arrive at camp between 8:30 and 8:45 am and depart between 4:15 and 4:30 pm. We offer before care 7:30-8:45am and after care 4-6 pm
2. NO unexcused absences or tardiness are allowed.
3. **Staff members are expected to work the full ten weeks – NO vacations (without pre approval), camps, etc.**
4. You will be expected to stay with your assigned group at all times, unless otherwise assigned by the Program Coordinator or Assistant Site Director.
5. There is no smoking, vaping, tobacco, alcohol, or drugs at camp, grounds for immediate dismissal.
6. Staff members are not permitted to read books, magazines or newspapers while working.
7. Under no circumstances can a counselor transport a camper in their car; unless the camper is a family member.
8. You are expected to greet parents and campers at the beginning of the day and acknowledge them at departure.
9. Friends of staff members are not allowed to visit during working hours.
10. You are expected to be involved and engaged with campers throughout the entire camp day.
11. You are expected to get to know each of your campers' names on the first day.
12. All staff members are expected to adhere to the camp dress code and the rules of camp. Staff shirts are to be worn each day. There are no sandals or flip-flops permitted to be worn. Clothing must be neat, clean and appropriate.
13. **You must refrain from using a cell phone during camp hours.** You may keep a cell phone on your person, either on vibrate or silent position. Counselors found using a cell phone for any reason, other than for emergencies will immediately forfeit their right to carry a cell phone. **Please Initial:** \_\_\_\_\_
14. The taking of any type of photos and/or videos is prohibited. (This includes cell phone cameras). **Please Initial:** \_\_\_\_\_
15. Respectful language, behavior and interactions with parents, staff and campers are expected at all times. Any disrespectful or inappropriate actions, language, behavior or interactions are grounds for immediate termination. This will be at the discretion of the Program Coordinator and/or the Director of The Newtown Community Center.
16. You are obligated to follow the pool rules and model good pool behavior. You must listen to the lifeguards for everyone's safety. Counselors are asked to swim with their group, or to be sitting on the side of the pool to ensure their safety. No sunbathing allowed. This is not a break.
17. Horseplay is prohibited. This includes horseplay with campers or other staff members.
18. Teasing and bullying are not tolerated and are grounds for immediate termination. Observing bullying and not Communicating it to a counselor is just as bad as bullying yourself.
19. Staff members will not discipline campers by use of physical punishment or by failing to provide necessities of care, such as food, water and shelter. You will not verbally or emotionally abuse or punish children.
20. Do not allow campers to sit on your lap or in between your legs when sitting in a chair, on the floor, or at any other time will this be deemed appropriate. You can have a child sit beside you. NO back rubs to other counselors or campers is allowed.
21. A staff member must accompany each child to the bathroom and check that there are no strangers or other adults in the restrooms.
22. Staff members are not allowed to go to their cars, while working. This could result in immediate dismissal.
23. Staff members are at the center to work and not to merely socialize with other staff members.

**PLEASE BE SURE TO READ THE STATEMENT ON THE BACK OF THIS PAGE AND SIGN WHERE INDICATED.**

## 2024 SUMMER PROGRAM STAFF APPLICATION

### APPLICANT'S STATEMENT (PLEASE READ CAREFULLY):

I certify the above information is correct and truthful. I realize, too, that falsification of any information of this application may be grounds for rejection of this application or termination of employment, if the falsification is discovered after employment commenced. I also give consent for you to check with personal references, post-conditional job offer medical records, previous employers and educational institutions concerning my past employment and personal history and to receive reports that may be relevant to my background from other employers and to check criminal and driving records and that a background search may be conducted and that any offer of employment shall be conditioned upon satisfactory results from the same. I release the Town, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history. I further understand that the acceptance of this form does not constitute an employment agreement. Failure to fill out this application completely may result in my disqualification from any further consideration for employment. Proof of citizenship for employment eligibility in accordance with the Immigration Reform and Control Act of 1986 will be required at time of appointment.

**DRUG/ALCOHOL TESTING:** The Town of Newtown reserves the right to conduct pre-employment drug and alcohol testing of all applicants. Applicants may be required to pass a test for drugs of abuse and/or alcohol misuse. Failure to pass such tests will result in the withdrawal of any offer of employment. Supervisors may order an employee to take a drug or alcohol test if there is a reasonable suspicion that the employee is or has been using drugs or alcohol.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I consent for the use of photographs. I understand the Newtown Community Center may videotape or take photographs of participants enrolled in activities/programs. These photos and/or videotapes may be used for promotional purposes.

**A Final Note:** All staff must remember that parents and guardians have entrusted the Newtown Community Center with the care of their children. Therefore, each staff member becomes a "model" or parent substitute for each child. Staff members are expected to be positive role "models" through their language, dress, actions and general conduct.

I will adhere to the terms of this agreement and all rules and regulations of the Newtown Community Center. I understand that if for any reason, my work performance or behavior is in any way deemed unacceptable, I would be subject to verbal/written warnings which could lead up to suspension or termination from my position.

(This agreement is not a promise of employment)

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Name of Applicant (print)

\_\_\_\_\_  
Date

Parent Signature \_\_\_\_\_ : Date: \_\_\_\_\_

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