

January, 2015

Dear Applicant,

Thank you for your interest in a position with the East Windsor Recreation Department. We are excited to have you apply and interview for our Summer 2015 Camp Program. Please carefully read below for information pertaining to the application and interview process.

- **All applications are due NO LATER than Tuesday, March 31, 2015.**
- Applications will be online on the township website, www.east-windsor.nj.us, or at the Recreation Front Desk in the Municipal Building.
- Age requirements are as follows:
 - Counselor – 16 years old
 - Counselor in Training – 14 years old
- Lifeguards must have proof of certification submitted by May 31, 2015.
- Please be mindful that these positions are for the **entire** 8-week program, plus Camp Orientation and one (1) Recreation Event.
 - Camp Orientation will be Saturday, June 20, 2015 from 9:00 a.m. – 12:00 p.m.
 - Camp will run from Monday, June 22, 2015 through Friday, August 14, 2015.
 - Recreation Night events will be scheduled at Camp Orientation. Each staff member is **required** to work at least one (1) of these events, as per each staff contract. Final sign-ups will be at the end of Week 1 of camp, June 26, 2015.
- ALL staff will be required to be CPR/AED certified. The Recreation Department will be holding two (2) certification classes. Dates to follow. If certified, please provide proof along with your application.
- Applicants will be contacted by phone or email to schedule an interview in April. Dates for interviews to follow.

If you have any additional questions, please email ewtsummercamp@gmail.com.

Thank you for your interest!

Sylvia Kearney, Camp Director

Rachel Cunningham, Camp Director

EAST WINDSOR TOWNSHIP RECREATION DEPARTMENT

SUMMER CAMP EMPLOYMENT APPLICATION

Please type or print all information.

NAME _____ **DATE OF BIRTH** ____/____/____
LAST FIRST MIDDLE INITIAL MM DD YYYY

ADDRESS _____
STREET CITY STATE ZIP

HOME PHONE _____ **CELL PHONE** _____ **SOCIAL SECURITY #** _____

EMAIL ADDRESS (PLEASE PRINT) _____

POSITION APPLYING FOR

PLEASE CIRCLE ALL THAT APPLY

SUPERVISOR	ASST. SUPERVISOR	COUNSELOR	LIFEGUARD
ACTIVITIES COORDINATOR	COUNSELOR IN TRAINING	FLOATER	

Please list any previous Township employment (position and dates): _____

Please list any certifications/licenses (CDL, First Aid, CPR, AED, Epi-Pen, etc.) that you currently possess AND will be current through 8/14/15: _____

In a short paragraph, please tell us something about yourself and why you wish to work for the East Windsor Recreation Department: _____

REFERENCES

NAME	TITLE/POSITION	ADDRESS	TELEPHONE NUMBER
1.			
2.			
3.			

EDUCATION

	NAME/ADDRESS	DATES ATTENDED	DEGREE	MAJOR/CERT.
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
OTHER (PLEASE SPECIFY)				

Camp is tentatively scheduled for June 22, 2015 – August 14, 2015. Please list any dates that you know (or expect) you will not be available during that time. Any accommodations are up to the discretion of the Camp Directors, and proper documentation must be provided to the Recreation Department.

PLEASE ATTACH A RESUME AND/OR LISTING OF PREVIOUS WORK EXPERIENCES. PLEASE INCLUDE THE NAME OF THE ORGANIZATION, SUPERVISOR, ADDRESS, PHONE NUMBER, JOB TITLE, RESPONSIBILITIES, AND OTHER PERTINENT INFORMATION.

I HEARBY AUTHORIZE the release of the information listed herein concerning me to the Township of East Windsor and absolve the Township of East Windsor from liability for use of same. I HEARBY DECLARE the information provided to me to be true, correct, and complete. In addition, I authorize the Township of East Windsor to obtain background information concerning my driving and personal record and release the Township of East Windsor from any liability regarding the use of this information. I do this willingly, knowingly, and as a volunteer act.

SIGNATURE _____

DATE _____