Dear Applicant,

Thank you for your interest in a position with the East Windsor Recreation Department 2020 Summer Camp Program. Please carefully read below for information pertaining to the application and interview process.

- ☐ All applications are due NO LATER than <u>Friday, March 27, 2020</u>. The earlier you submit your COMPLETED application, the better! Please return COMPLETED applications to the East Windsor Recreation Department in the Municipal Building, 16 Lanning Boulevard, East Windsor, NJ 08520.
- ☐ 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
- Lifeguards must have proof of certification submitted by May 29, 2020.
- Please be mindful that these positions are for the <u>entire</u> 8-week program, plus Camp Orientation and one (1) Recreation Event.
 - o Camp Orientation will be <u>Saturday</u>, <u>June 20, 2020 from 9:00 a.m. − 4:00 p.m.</u> o Camp will run from <u>Monday</u>, <u>June 22, 2020 through Friday</u>, <u>August 14, 2020</u>.
 - Recreation Department special events take place on evenings throughout the summer months.
 Each camp staff member is **required** to work at least one (1) of these events, as per each staff contract. Event assignments will take place at orientation.
- ALL staff will be <u>required</u> to be CPR/AED certified. The Recreation Department will be holding one
 mandatory certification class in June. Date to be determined. If certified (must not expire during the
 summer), please provide proof along with your application.
- Applicants who meet our criteria for potential summer employment will be contacted by phone or email to schedule an interview during the month of April.

If you have any additional questions, please email recreation@east-windsor.nj.us or contact the Recreation Department at 609-443-4000, extension 225.

Thank you for your interest!

Joyce W. Ferejohn, Director of Recreation

EAST WINDSOR TOWNSHIP RECREATION DEPARTMENT

SUMMER CAMP EMPLOYMENT APPLICATION

Please type or print all information. DATE OF BIRTH _____/___ Name _____ LAST **FIRST** MM DD YYYY MIDDLE INITIAL Address _____ STREET CITY STATE ZIP HOME PHONE ______ SOCIAL SECURITY # _____ EMAIL ADDRESS (PLEASE PRINT) **POSITION APPLYING FOR** PLEASE CIRCLE ALL THAT APPLY **FULL TIME:** Program Supervisor **Assistant Supervisor** Counselor Lifeguard Art Program Coordinator *PART-TIME: Counselor Morning Care Counselor (7am – 9am) Afternoon Care Counselor (3pm – 6pm) *Part time opportunities are limited but may be a perfect option for those candidates that cannot commit to the full time 8 week commitment or with other summer obligations i.e. sports, baby sitting, travel etc. 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 8/14/20: 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 Orientation is tentatively scheduled for June 20, 2020.

Camp is tentatively scheduled for June 22, 2020 – August 14, 2020.

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 Director 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 HEREBY 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 HEREBY 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
0.0.0	2, 1, 2