

**NEWTON PARKS AND RECREATION DEPARTMENT
CAMP STAFF APPLICATION – 2020**

Name: _____ D.O.B: _____
Street: _____ Phone: _____
City: _____ State: _____ Zip Code: _____
Email: _____

Camp Experience (please note if experience is as a camper, CIT or counselor)

Camp Name	Location	Position	Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

References

Name	Phone Number	How They Know You
1. _____	_____	_____
2. _____	_____	_____

Current Certifications

Camp You Are Interested in Working At (please circle all you are interested in and write a 1 for first choice, 2 for 2nd, etc) Information for all camps can be found on our website at www.newtonma.gov/gov/parks

Preschool (Ages 3.5–5) Kids Korner

Elementary (Ages 5–11) Albemarle Acres Auburndale Station Camp Echo Bridge

Centre Acres Outdoor Adventure Specialty Camps T-Ville Trails Vacation Camps

Middle School (Ages 10–14) Acres in the Falls Camp Extreme CIT The Next Stop

Position You Are Interested In Applying For (please circle all you are interested in)

Director Assistant Director Unit Leader Specialist Sr Counselor Counselor

Specialty Area(s) Sports STEM Arts & Crafts Music/Drama Camper Helper*
*for campers that need additional assistance or extra supervision

Please Answer the Following Questions (add additional sheets if you need more room)

1. What are some of your interests and hobbies?

2. What skills do you have that would help you in your work at camp?

3. What was the hardest decision you ever had to make and how did you make it?

4. Why do you want to work at a summer day camp?

Register for an interview time online at www.newtonmarec.com Click on Programs then select Summer Camps and interview times are listed under Summer Camp Staff.

Please return this form to:

Channon Ames DiCiurcio
Newton Parks and Recreation * 246 Dudley Rd * Newton, MA 02459
or email to comes@newtonma.gov



RUTHANNE FULLER
MAYOR

NEWTON PARKS AND RECREATION DEPARTMENT

246 Dudley Rd, Newton, MA 02459
Office: (617) 796-1500
TDD/TTY: (617) 796-1089



ROBERT J.
DERUBEIS
COMMISSIONER

Dear Prospective Camp Staff,

Thank you for your interest in working at one of the Newton Parks and Recreation summer camps. We take pride in offering a variety of fun, creative and educational programs during the summer and hope you'll be able to share your interests and enthusiasm with us.

In order for us to offer quality programs to our campers, we rely on consistency of our camp staff. We need camp staff who are committed to working the full length of the program. Staff that would need to miss more than 3 days should wait to apply until their schedule is more open. In addition, all staff are required to attend staff training before camp starts. Please look at your schedule before making a commitment to work at our camps.

Most of our camps run for 7 weeks during the summer, however some camps run for 2, 3 or 5 weeks. If you can't commit to a 7 week program, we encourage you to look at some of our shorter summer programs. Below are the dates of our summer camps. Please remember that staff training is usually 1 or 2 days the week of June 29th.

Preschool Camps:

Kids Korner – 7 weeks from July 6 to August 21

Elementary Camps:

Albemarle Acres – 7 weeks from July 6 to August 21

Auburndale Station – 7 weeks from July 6 to August 21

Camp Echo Bridge – 6 weeks from July 6 to August 14

Centre Acres – 7 weeks from July 6 to August 21

Specialty Camps – 2 week sessions from July 13 – 24

July 27 – August 7

August 10 - 21

T-Ville Trails – 7 weeks from July 6 to August 21

Vacation Camps – 1 week sessions from June 22 – 26

June 29 – July 3

August 24 - 28

Middle School Camps:

Acres in the Falls – 5 weeks from July 6 to August 7 (must be 18 years old to work at this camp)

Camp Extreme – 3 weeks from August 10 – 28

CIT – 7 weeks from July 6 to August 21 (must be 18 years old to work at this camp)

The Next Stop – 7 weeks from July 6 to August 21 (must be 18 years old to work at this camp)

If you have any questions about our summer camps please feel free to contact me at (617) 796-1529 or at comes@newtonma.gov

Sincerely,

Channon Ames DiCiurcio
Recreation Manager

Newton Parks and Recreation

Basic Camp Staff Job Descriptions

Junior Counselor & Counselor

Junior Counselor (must be at least 15) and **Counselor** (must be at least 16) help to plan and run activities for the group, interact with and supervise the campers during all activities, help with behavior management, are continually aware of camper needs, assist Sr. Counselor with running the group, and help teach CIT's.

Senior Counselor

Senior Counselor (must be at least 17) is in charge of running a specific group, plans and runs activities with the assistance of Counselors, ensures group follows daily schedule, aware of all camper needs (allergies, medications, etc), interact with and supervise campers during all activities, responsible for behavior management of the group, supervises counselors and CIT's, daily interaction with parents, brings problems or concerns to Unit Leader or Director.

Unit Leader

Unit Leader (must be at least 18) is in charge of several camp groups or "Units", help deal with camper behavior issues, address staff issues, help train and evaluate staff and CIT's when needed, assist with groups or activities (including field trips, special events, swimming, snack and lunch, etc) where needed, and ensure all camp policies are being followed within their unit.

Specialist

Specialist (must be at least 17) plan and prepare activities in advance and are responsible for running and giving instruction for all activities for their specialty area, order supplies from a specified vendor staying within budget, direct counselors in ways they can assist in the specialty activity, assist with all special events and/or field trips, water play, snack and lunch, or other camp activities when not assigned to running a specific activity. Specialty areas may include: STEM, Music and Drama, Arts and Crafts, Creative Writing, Sports, etc.

Inclusion Aide

Inclusion Aide (must be at least 18) assists with campers that may need additional assistance to participate in activities including modifying activities, helping to navigate social skills, working on behavior modification plans, daily interaction with parents, Unit Leaders and Directors.

Assistant Director & Director

Assistant Director (must be at least 18) and **Director** (must be at least 21) are in charge of running all aspects of camp including: supervise, evaluate and train camp staff and CIT's, run weekly staff meetings, ensure activities are appropriate, deal with camper behavior issues, address staff issues, help manage and run field trips and special events, deal with camp finances and camper paperwork, daily interaction with parents and camp staff, ensure all camp policies are being followed, oversee swimming if offered, manage extended day programming and staffing, maintain daily contact with the Recreation Manager.

Staff Hours and Time Commitment

In general, staff hours are from 8:15 am – 3:45 pm each day, or 7.5 hours per day. Some camps may require staff to arrive earlier or stay later for set up/clean up or for staff meetings. Extended day is also offered at our camps and staff may need to work 1 or 2 days of extended day per week.

Camp Staff Salaries

Staff are paid hourly for working at our summer camps. In 2020, the staff rates will be:

Junior Counselor/Counselor: \$12.75 an hour

Senior Counselor: \$13.25 an hour

Unit Leader: \$13.50 an hour

Specialist: \$14.00 an hour

Assistant Director: \$16.50 an hour

Director: \$20.00 an hour

Inclusion Aide: \$13.50 - \$20.00 an hour based on certifications and experience