

# HAWORTH SUMMER RECREATION PROGRAM 2016

## Counselor Job Description

### REQUIREMENTS:

1. Haworth Residents will be given preference.
2. Counselors must be at least **14 years of age by July 5, 2016.**
3. Should have some experience with children (i.e. baby-sitting, sports, scouts, etc.)
4. **MUST BE ABLE TO WORK THE ENTIRE SUMMER RECREATION PROGRAM (NO EXCEPTIONS!!) – JULY 5<sup>TH</sup> THROUGH AUGUST 12<sup>TH</sup>, 2016 FROM 9:00 AM UNTIL 2:00 PM.**
5. Must behave in an appropriate manner at all times in the presence of children. Will act as a positive role model. **Profanity or inappropriate behavior will be grounds for immediate dismissal.**
6. **Counselors will not use cell phone or ipod during the hours of 9:00 AM until 2:00 PM. Counselors must check in their cell phones upon arrival and will receive them upon dismissal.**

### RESPONSIBILITIES:

1. The counselor will take attendance of his/her group each day and distribute notices to each child as needed. If the child is absent, the counselor will make sure that each child will receive any notices when he/she returns.
2. The counselor is responsible for a small group of children of approximately the same age and sex. This responsibility implies that each child will be supervised during the entire 5 hour session and that the counselor will know where every child is and what they are doing.
3. The counselor will develop a variety of activities to keep the children entertained each day (i.e. group games, organized sports, snack time, etc.)
4. The counselor will make sure that **all children are picked up** and will wait for any late pick-ups.
5. The counselor will be assigned one cleanup task after the children in his/her charge have all been picked up. **The counselor will not be able to leave until all responsibilities are completed.**
6. The counselor will be paid an hourly wage for approx. 5 hours per day during the summer recreation program.
7. **The counselor will not be paid for days missed due to sickness or scheduling conflicts.** It is encouraged that all personal appointments be made after working hours.
8. **The counselor will be responsible for getting his/her working papers and W-4 form prior to the first session. Upon receipt of this application, the Director will forward the appropriate forms to you. According to state law, you cannot begin working without these papers completed, therefore, Borough Hall must receive the fully completed papers by June 3, 2016.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COUNSELOR

\_\_\_\_\_  
PRINT NAME

# HAWORTH SUMMER RECREATION PROGRAM 2016

## Application for Recreation Counselor Position

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(PRINT CLEARLY)

THE HAWORTH SUMMER RECREATION PROGRAM IS A COMPREHENSIVE PROGRAM FOR PRESCHOOL THROUGH 5<sup>TH</sup> GRADE YOUNGSTERS. WHAT AGE GROUP OF CHILDREN WOULD YOU PREFER TO WORK WITH? \_\_\_\_\_

WHAT QUALITIES DO YOU FEEL YOU POSSESS THAT WILL HELP TO WORK WITH CHILDREN? \_\_\_\_\_

LIST THE TYPES OF EXPERIENCE YOU HAVE HAD WORKING WITH CHILDREN (i.e. baby-sitting, scouts, etc.) \_\_\_\_\_

WHAT KIND OF ACTIVITIES WOULD YOU PLAN FOR THE AGE GROUP YOU LISTED IN THE FIRST QUESTION? \_\_\_\_\_

WHY ARE YOU APPLYING FOR THIS JOB? \_\_\_\_\_

LIST A REFERENCE WHO KNOWS YOU WELL AND MAY ATTEST TO YOUR EXPERIENCE WITH CHILDREN:

NAME

PHONE #

\_\_\_\_\_

PLEASE NOTE: If you worked for the Borough of Haworth last summer, you DO NOT NEED TO COMPLETE WORKING PAPERS, only a W-4 and counselor contract.

**PLEASE SUBMIT COMPLETED APPLICATION BY APRIL 29, 2016**

Haworth Recreation Commission c/o  
Municipal Center  
300 Haworth Avenue  
Haworth, New Jersey 07641