

# Counselor Position

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Tee Shirt Size \_\_\_\_\_

### EDUCATION

Highest Grade Level Completed: \_\_\_\_\_ Area of Study: \_\_\_\_\_

School Attended: \_\_\_\_\_ Degree Received: \_\_\_\_\_

### PRIOR EXPERIENCE

Please list all prior work experience, beginning with the most recent (attach additional paper if necessary).

Employer: \_\_\_\_\_ Duties: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Phone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Employer: \_\_\_\_\_ Duties: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Phone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Please list current certifications held, including expiration dates (i.e. CPR, First Aid, Lifeguard

Training PSI, etc.)

1. Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

2. Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

3. Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

**REFERENCES**

List three (3) references below. Please include **COMPLETE** address and phone number.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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List any activities, sports or Arts & Crafts you feel qualified to conduct.

Briefly describe any prior experience you have working with children. What grade level do you feel you are best suited to work with?

Have you ever attended the North Greenbush Summer Program? If so, please describe your experience.

How many years have you worked for this program?

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I affirm that the statements made on this application (including any attached papers) are true.

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

**Please include a copy of your Birth Certificate AND applicants under the age of 18 must include ORIGINAL working papers.**

**GOING FORWARD ALL PAYCHECKS MUST BE PAID VIA DIRECT DEPOSIT**  
**Paper checks will no longer be used for security purposes**

**COUNSELOR**

Qualifications:       - Must be at least 16 years of age  
                              - Must have previous experience working with children, preferably in a camp program

Responsible to:       - Camp Director and Assistant Camp Director

General Responsibilities:  
                              - Implementation of the camp program

Responsibilities:     - Supervision of assigned group and maintain an accurate head count  
                              - Work in cooperation with the camp staff  
                              - Encourage social interaction of the campers  
                              - Encourage the campers to participate in the program as a whole  
                              - Participate in the program as a whole including games, activities, field trips etc.  
                              - To be in the water for the purpose of supervising the campers participating in free swim and swim lessons  
                              - Administer disciplinary action for the campers  
                              - Help maintain the health, safety and cleanliness of camp  
                              - Report all relevant information regarding children, parents and camp activities to the Camp Director and Assistant Camp Director in a timely fashion  
                              - Supervising the campers on field trips  
                              - Eating lunch with assigned group  
                              - Ride the bus to and from camp and on all field trips  
                              - Assume additional related responsibilities as requested by the Camp Director or Assistant Director

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I have read the above job description. I understand and accept the responsibilities and expectations as stated.

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Counselor Signature

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Date