

# Counselor Positions

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Position Applying For (X that which applies):

\_\_\_\_\_ Day Camp Counselor                      \_\_\_\_\_ Morning Program Counselor  
\_\_\_\_\_ Junior Camp Counselor

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. \_\_\_\_\_

\*\*\*\*\*

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?

\*\*\*\*\*

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.

**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

\*\*\*\*\*

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

\_\_\_\_\_

Counselor Signature

\_\_\_\_\_

Date

**JUNIOR COUNSELOR**

- Qualifications:      - Must be at least 14 years of age  
                             - Must have previous experience working with children
- Responsible to:      - Camp Director, Asst. Camp Director and Supervising Counselor
- Responsibilities:    - Assist counselors in the implementation of the camp program
- Work in cooperation with the camp staff
- Act as a positive role model for the campers
- 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.
- Interact with the campers in assigned group
- Eating lunch with assigned group
- Ride the bus to and from camp and on all field trips
- Participate in all staff meetings and training sessions
- Assume additional related responsibilities as requested by the Camp Director, Asst. Director and Supervising Counselor

\*\*\*\*\*  
\*    The Junior Counselor program consists of non-paid (volunteer) positions. Junior Counselors  
\* \* will be scheduled to work hours they are able. Work schedules will be set at the Orientation  
\* \* session.  
\*\*\*\*\*

We have read the above job description. I (Junior Counselor) understand and accept the responsibilities and expectations as stated.

\_\_\_\_\_  
Junior Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date