

LEWISBORO SUMMER CAMP EMPLOYMENT

JOB DESCRIPTIONS

**ALL JOBS ARE TENTATIVELY SCHEDULED FOR JULY 6 - AUGUST 13, 2010
Three day Teen Trek program will begin July 7th and end August 12th**

If interested for any position, please contact Joe Muia at the Lewisboro Recreation Department, (914) 232-6162 or e-mail at jmuia@lewisborogov.com

Position: CAMP NURSE at the Lewisboro Day Camp Program

Salary Range: starts at \$1,800

JOB DESCRIPTION

The Camp Nurse is under the direct supervision of the Day Camp Director or his/her designated assistant. This is a responsible position, which requires attention for all medical emergencies as well as all medical needs of the campers and staff of the day camp program for the residents of the Town of Lewisboro and/or Katonah Lewisboro School District. This position will also require office assistance in the camp office and any other tasks that the Director or Assistant Director seems fit.

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE, QUALITIES, SKILLS

Candidates must be at least college age or a college graduate with prior experience in the medical field, either a Register Nurse (RN), License Practical Nurse (LPN), Emergency Medical Technician (EMT), or a very caring person who can offer proper medical care. This position requires current Responding to Emergencies and CPR: Basic Support for the Professional Rescuer certificates as required by the Westchester County Health Department. Salary adjustments will be made for any candidates that already possess current certifications and for those candidates who don't, the Recreation Department will cover the cost of the training and will provide it. Candidates must be mature, responsible, enthusiastic, intelligent, creative, resourceful, reliable, well organized and able to communicate effectively with campers, staff and the public.

Position: CAMP SPECIALIST at the Lewisboro Day Camp Program

Arts & Crafts, Sports, Music, Nature, Science

Salary Range: \$1,800 – 3,500

JOB DESCRIPTION

A specialist is under the direct supervision of the Day Camp Director or his/her designated assistant. This is a responsible position involving the planning, organization, and implementation of various programs and activities in your specialty area for the Town of Lewisboro and/or Katonah Lewisboro School District residents.

The Main Event Day Camp enrolls approximately 340 children. Groups are divided as follows: 2nd grade (co-ed), 3rd/4th grade girls, 3rd/4th grade boys, 5th/6th grade girls, and 5th/6th grade boys. There is anywhere from 16 to 30 campers per group.

The Little Explorers Camp enrolls approximately 270 children. Groups are divided as follows: Pre-K (co-ed), Kindergarten (co-ed) and 1st grade (co-ed). There is anywhere from 12 to 16 campers per group.

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE, QUALITIES, SKILLS

1. Candidates must be college age or a college graduate with prior experience in day camps as a specialist or assistant in your chosen area of specialty. A background in elementary education (and/or working with children) is preferred. **OR** (2) Experience in the planning, organization, and implementation of a related recreational or educational program. **OR** (3) An equal combination of training and experience. In addition, candidates must be mature, responsible, enthusiastic, intelligent, creative, resourceful, reliable, well organized and able to communicate effectively with campers, staff and the public.

Position: COUNSELOR at the Lewisboro Day Camp Program

Salary Range: \$1,100 and up

JOB DESCRIPTION

Counselor is under the direct supervision of the Day Camp Director, his/her designated assistant or head counselor. Counselors must provide guidance, leadership, supervision and fun for their assigned Lewisboro Day Camp children. Counselors will be required to and not limited to attending a staff meeting each week, attend orientation sessions, accompany children on trips, and participate in such activities as swimming, hiking, arts and crafts, etc.

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE, QUALITIES, SKILLS

Candidates must be at least 16 years of age by the start of the day camp season with prior experience in day camps as a junior counselor or counselor in training (CIT) or have experience working with children in a related field (i.e. – babysitting). Candidates must be mature, responsible, enthusiastic, intelligent, creative, resourceful, reliable, well organized and able to communicate effectively with campers, staff and the public.

Position: COUNSELOR-IN-TRAINING at the Lewisboro Day Camp Program

**Salary Range: \$90 for 1st session- July 6th through July 23rd
\$100 for 2nd session - July 26th through August 13th**

JOB DESCRIPTION

Counselor-in-Training (CIT) is under the direct supervision of the Day Camp Director or his/her designated assistant or head counselor. C.I.T.'s will work with one or more counselors to provide guidance, leadership, supervision, and fun for their assigned Lewisboro Day Camp children or work one on one with a special needs camper or work with a activity specialist. C.I.T.'s will be required to attend a staff meeting every week, attend orientation sessions, accompany children on trips, and participate in such activities as swimming, hiking, arts and crafts, etc.

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE, QUALITIES, SKILLS

Candidates must be at least 15 years of age by the start of the day camp season and have working papers. Prior experience working with children (i.e. – babysitting) is preferred but not required. Candidates must be mature, responsible, enthusiastic, intelligent, creative, resourceful, reliable, well organized and able to communicate effectively with campers, staff, and the public.

BASIC FUNCTIONS TO BE LEARNED AND PREFORMED BY EMPLOYEE:

Working with an assigned group and counselors assigned to that group, C.I.T.'s will be trained and will be expected to perform in the following areas:

1. Interpret health and safety regulations to the group.
2. Set the proper example to your campers.
3. Assist the group in the participation of group and camp wide activities.
4. Assist in conducting a wide range of games and activities geared to the age and skill level of your campers.
5. Assist specialists at specialty classes and instruct and perform specialty classes as needed.
6. Assist in supervising your campers at all activities and on camp trips.
7. Assist with Buddy Checks for your group (i.e. – going from one activity to another)
8. Inspect and police campgrounds for any safety hazards, concerns, and behaviors and report such to your supervisor.
9. Assist in giving campers an orientation and advise them of what can and cannot be utilized by the Lewisboro Day Camp program.
10. Attend all pre-camp, camp orientation, and weekly staff meetings as required.
11. Be familiar with and abide by rules, regulations, and procedures of Lewisboro Day Camp and its safety plan and ensure that your campers do also.
12. Assist the Aquatics Director and his/her staff as instructed and required by the Board of Health (i.e. – supervise campers at the waterfront either in water or on land, being prepared to go into the water daily, etc.)

Position: TEEN TRAVEL CAMP COUNSELOR at the Lewisboro Day Camp Program

Salary Range: \$1,400 and up for summer

*There is a one-night trip to Hershey Park in Hershey, Pennsylvania which staff will get an extra stipend for.

JOB DESCRIPTION

Counselors are under the direct supervision of the Teen Camp Director and his/her designated assistant. This camp is either three days a week or five days a week camp that travels everyday to local attractions (Yankee game, Amusement Parks, Theme Restaurants, etc.). The camp day starts at either 8 a.m. or 9 a.m. and finishes anywhere from 3 p.m. to 8 p.m. THERE IS ONE OVERNIGHT TRIP AS WELL. Counselors must provide guidance, leadership, supervision and fun for their assigned Lewisboro camp children. Counselor will be required to attend a staff meeting every week, attend an orientation, accompany children on trips, and participate in activities such as swimming and games. There is a MANDATORY ATTENDANCE policy for this camp, no exceptions.

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE, QUALITIES, SKILLS

Candidates must be at least 19 years of age or have completed one year of college by the start of the day camp season with prior experience in day camps as a head counselor, counselor or have experience working with children/teens in a related field (i.e. – babysitting, coaching, tutoring). Candidates must be mature, responsible, enthusiastic, intelligent, reliable, well organized, and able to communicate effectively with campers, staff and the public.

Position: Teen Camp Director at the Lewisboro Day Camp Program

Salary Range: \$2,300 and up

JOB DESCRIPTION

The Teen Camp Director is under the direct supervision of the Day Camp Operator. This position is three days a week (Tuesday – Thursday) during the summer. There is some pre-season camp work required as well as your attendance to certain workshops, meetings and orientation. The director is required to assist the camp operator in the planning, organizing, administering, conducting and the evaluation of the teen camp program for the residents of the Town of Lewisboro and/or Katonah/Lewisboro Schools District.

MINIMUM ACCEPTABLE TRAINING, EXPERIENCE, QUALITIES, SKILLS

Candidates must be college age or a college graduate with prior experience in an administrative or supervisory role at a day camp, sleep away camp, travel camp or related recreational or educational program. Background in Elementary or Secondary Education is preferred. Candidates must possess current Responding to Emergences and CPR: Basic Life Support for the Professional Rescuer cards as required by the Westchester County Health Department. Salary adjustments will be made for any candidates that already possess current certifications and for those candidates who do not - the Recreation Department will cover the cost of the training and will provide it. Candidates must be mature, responsible, enthusiastic, intelligent, creative, resourceful, reliable, and able to communicate effectively with both the public and staff. Outstanding organizational skills are required for this position.

BASIC FUNCTIONS TO BE PERFORMED BY EMPLOYEE

1. Hire, supervise and evaluate the day camp staff.
2. Assist in the planning, organization and implementation of trips and activities for the overall camp program.
3. Abide by the personnel policies of the Department.
4. Perform all duties as assigned by the Camp Operator.
5. Planning and presentation of weekly staff meetings.
6. Planning, organization and implementation of staff training sessions as required.

7. Planning, organization and implementation of the parent/camper orientation as required.
8. Attend all pre-camp and post camp meetings as required, including Parent Orientation night.
9. Assist in the preparation of camp public relations flyers and brochures covering the aspects of the program, as required.
10. Coordinate all of the pre-camp materials, schedules, orientation materials, group lists, as required.
11. Submit a detailed end of the season report/evaluation, along with the assistant director on the camp program.
12. Conduct day camp interviews if needed.
13. Be familiar with and implement the policies, guidelines and procedures of the day camp safety plan as required by the Westchester County Board of Health.

WORK SCHEDULE

The Camp Director must be available for pre-camp work, regular camp work and post camp work including but not limited to: Interviews, meetings, schedules, orientations, group lists, informational literature, evaluations, at least one overnight during the camp season, and the organization and inventory of files.

Dear Applicant:

Thank you for expressing interest in working with the Town of Lewisboro Parks and Recreation Department's Day Camp program this summer.

All applicants applying for a position with the Town of Lewisboro Parks and Recreation Department are required to submit an application for employment and **two** letters of recommendation, preferably one business related (babysitting job, full-time/part-time job, teacher, coach, etc.) and one personal (a neighbor, a friend's parent, a friend, etc.) prior to being interviewed. Westchester County Board of Health, which regulates day camps in the county, has issued new regulations this year that states neither letter can be written by a family member.

I would appreciate it if you return your application and letters of recommendation to the address listed below. You may address them to my attention. Upon receipt of your paperwork, I will contact you and set up an interview, which will start in April.

Thank you. I look forward to meeting with you.

Sincerely,

Joe Muia
Recreation Leader/Camp Operator
Town of Lewisboro Parks and Recreation
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Goldens Bridge, NY 10526
JMuia@Lewisborogov.com
914-232-6162